# *Assignment 3 – Time Management – Recurring Assignment*

Date assigned: Thursday, February 26, 2015

Date assignment due: **Every Friday for the remainder of the term by 1:00 pm**

**No late submissions accepted.**

**Learning Objectives**

Upon successful completion of this assignment, the student will be able to:

* Manage his or her time better.
* Be able to analyze what areas of time management he or she needs to work on.

To do:

**Create a Word document called YourUserId\_E01\_A03\_TimeManagement\_*Date* and save it in the Assignment folder in the 420-E01 folder in your H drive.**

1. Using your preferred tool create a **prioritized** To Do list for the upcoming week. This list should include all labs, assignments, tests and essays across ALL of your courses. It should also include co-op job applications. Include other things that you know are coming (assignments, tests, etc) but are not in the current week. (Your To Do list should have two sections – one for things that are due this week, and one for future work). Also include any personal items that need to be completed. Each entry should have the due date included, and a priority associated with it.
2. Create a time layout calendar blocking off all the time required for your classes and what items you will be working on when. Make sure you schedule exercise time in your plan. Use the tool of your choice for this.
3. For the first week (due March 6th, 2015), assess your current situation. Answer the following questions:
4. Summarize your academic state – have you gotten your labs and assignments in on time this semester? Last semester? Are you in trouble in any of your courses?
5. How have you been keeping track of your work and managing your time up until now?
6. What has worked well?
7. What could be improved?
8. Do you get enough sleep each night? If not, what can you do about that?
9. Do you get any regular exercise? Describe your plan to fit some exercise into your schedule.
10. What do you think of having to do this assignment every week?
11. For all weeks other than the first week (March 13th and on) include a BRIEF one or two paragraph synopsis of how you did the previous week. Did you meet your objectives? If not, why not and what are you going to do to improve in the current week?

**Marking Scheme**

There are a total of 9 submissions required for this assignment. The dates are listed below. Each submission is worth 0.75% of your final grade. **Note that no late submissions are accepted - assignments received after the 9 am deadline will be given a mark of zero.**

|  |  |
| --- | --- |
|  | Marks |
| Friday, March 6, 2015 | 0.75 % |
| Friday, March 13, 2015 | 0.75 % |
| Friday, March 20, 2015 | 0.75 % |
| Friday, March 27, 2015 | 0.75 % |
| Thursday, April 2, 2015 | 0.75 % |
| Friday, April 10, 2015 | 0.75 % |
| Friday, April 17, 2015 | 0.75 % |
| Friday, April 24, 2015 | 0.75 % |
| Friday, May 1, 2015 | 0.75 % |
| Total | 7 % of total course mark |

Each week’s submission will be marked using the following mark breakdown:

|  |  |
| --- | --- |
|  | Marks |
| To Do list – updated for the week and for future work, contains due dates and priorities | 5 |
| Calendar – time blocked off for the week | 5 |
| Analysis | 5 |
| Total | 15 |

**To submit**

The file YourUserName\_E01\_A03\_TimeManagement\_Date should be uploaded to Moodle every week with the following contents (**make sure you upload only ONE file each week)**:

* A screenshot of your To Do list, with due dates and priorities
* A screenshot of your Calendar
* Your analysis text