

COL 101

TIME MANAGEMENT HOMEWORK

(2 WEEK ASSIGNMENT, WORTH 10 POINTS):

NAME: Aeden Brookshire

DATE: 9/24/24

- Choose a method to manage your time from this presentation (or the link I provide here)
<https://www.usa.edu/blog/time-management-techniques/>
Tools / apps: I'm less interested in hearing about features of a tool, but rather how you utilized it to manage your tasks.
- Try it every day and document it (MUST BE AT LEAST 10 DAYS OVER THE NEXT 2 WEEKS).
Please include how you applied your time management approach to ALL aspects of your life (since you also eat, sleep, maybe work, etc.), not just school and homework.
- Write a short reflection on what worked and what didn't work. Which method did you use? Did you switch methods? Talk about how you felt about what you experienced. Will you continue to utilize which ever method you ended up using? (I am more interested in content than spelling 😊)

	HOW YOU USED YOUR TIME MANAGEMENT. TOOL & WHICH IS TOOL IS IT
Reflection	<p>I used the GTD (getting things done) method. I found that this is sort of the method I already use in my day-to-day life. The premise is to do the things that are the easiest, most accessible, and closest due date at the time; Slowly, you build up the tasks until the to-do list is completed. It was rather easy to work into my everyday life.</p> <p>I was able to use it easily in the morning when I first woke up. If someone was using hot water, I'd do the next best thing on my to-do list, coffee and breakfast. This system was also easy to use during class time. In between classes I would work on homework that is the most closely due. I will probably continue to utilize this method in the future except, I would like to do it with a little more structure...especially when it comes to my sleep.</p>

Schedule

9/28/2024 Select your schedule's start date

[illegible]