COL 101

TIME MANAGEMENT HOMEWORK

(2 WEEK ASSIGNMENT, WORTH 10 POINTS):

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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 ©)

Reflection

HOW YOU USED YOUR TIME MANAGEMENT. TOOL & WHICH IS TOOL IS IT

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.

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.

Schedule

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

	9/28/2024	9/29/2024	9/30/2024	10/1/2024	10/2/2024	10/3/2024	10/4/2024	10/5/2024	10/6/2024	10/7/2024
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
6:00 AM	Sleep	Sleep	Woke up	Sleep	Woke up	Sleep	Sleep	Sleep	Sleep	Woke up
6:30 AM	Sleep	Sleep	Coffee and breakfast	Sleep	Coffee and breakfast	Sleep	Sleep	Sleep	Sleep	Coffee and breakfast
7:00 AM	Sleep	Sleep	Shower	Sleep	Shower	Sleep	Sleep	Sleep	Sleep	Shower
7:30 AM	Sleep	Sleep	Head to class	Sleep	Leave house	Sleep	Sleep	Sleep	Sleep	Head to class
8:00 AM	Sleep	Sleep	Car ride	Sleep	Car ride	Sleep	Sleep	Sleep	Sleep	Car ride
8:30 AM	Sleep	Woke up	Car ride	Sleep	Car ride	Sleep	Sleep	Sleep	Sleep	Car ride
9:00 AM	Woke up	Coffee and breakfast	COM-150	Woke up	COM-150	Woke up	Woke up	Woke up	Woke up	COM-150
9:30 AM	Shower	Shower	COM-150	Coffee and breakfast	COM-150	Coffee and breakfast	Coffee and breakfast	Coffee and breakfast	Coffee and breakfast	COM-150
10:00 AM	Coffee and breakfast	Play games with friends	COM-150	Play games with friends	COM-150	Play games with friends	Play games with friends	Play games with friends	Play games with friends	COM-150
10:30 AM	Play games with friends	Play games with friends	CS-100B	Play games with friends	CS-100	Play games with friends	Play games with friends	Play games with friends	Play games with friends	CS-100B
11:00 AM	Play games with friends	Play games with friends	CS-100B	Play games with friends	CS-100	Play games with friends	Play games with friends	Shower	Play games with friends	CS-100B
11:30 AM	Leave for DnD	Play games with friends	CS-100B	Play games with friends	CS-100	Play games with friends	Play games with friends	Lunch	Play games with friends	CS-100B
12:00 PM	Make it to DnD	Play games with friends	CS-100B	Play games with friends	CS-100	Play games with friends	Play games with friends	Leave for Dnd	Play games with friends	CS-100B
12:30 PM	DnD	Play games with friends	Lunch	Play games with friends	Lunch	Play games with friends	Play games with friends	Make it to DnD	Play games with friends	Lunch
1:00 PM	DnD	Eat lunch	Lunch	Shower	Talk with friends	Lunch	Lunch	DnD	Shower	Lunch
1:30 PM	DnD	Take out dog	Homework	Leave for class	Homework	Homework	Head to school	DnD	Lunch	Homework
2:00 PM	DnD	Homework	Homework	Carride	CS-100 Lab	Homework	Car ride	DnD	Farmer's market	Homework
2:30 PM	DnD	Homework	Homework	Car ride	CS-100 Lab	Homework	Car ride	DnD	Farmer's market	Homework
3:00 PM	DnD	Homework	MAT-140	MAT-140	Homework	Head to school	Homework	DnD	Farmer's market	MAT-140
3:30 PM	DnD	Homework	MAT-140	MAT-140	Homework	Carride	Homework	DnD	Farmer's market	MAT-140
4:00 PM	DnD	Homework	MAT-140	MAT-140	Homework	Carride	Homework	DnD	Play games with friends	MAT-140
4:30 PM	DnD	Homework	ENG-110	MAT-140	Head home	ENG-110	Homework	DnD	Play games with friends	ENG-110
5:00 PM	DnD	Play games with friends	ENG-110	Lunch	Car ride	ENG-110	Play games with friends	DnD	Work on game jam	ENG-110
5:30 PM	Leave from DnD	Play games with friends	ENG-110	Homework	Car ride	ENG-110	Play games with friends	DnD	Work on game jam	ENG-110
6:00 PM	Get home	Play games with friends	ENG-110	COL-101	Work on Game jam	ENG-110	Homework	DnD	Work on game jam	ENG-110
6:30 PM	Dinner	Play games with friends	Head home	COL-101	Work on Game jam	Head home	Homework	Leave from DnD	Work on game jam	Head home
7:00 PM	Play with friends online	Dinner	Car ride	COL-101	Dinner	Carride	Homework	Get home	Dinner	Car ride
7:30 PM	Play with friends online	TV with mom	Car ride	Homework	Play games with friends	Carride	Homework	Dinner	Play games with friends	Car ride
8:00 PM	Play with friends online	TV with mom	Dinner	Homework	Play games with friends	Dinner	Dinner	Work on Game jam	Play games with friends	Dinner
8:30 PM	Play with friends online	Play games with friends	Work on Game jam	Head home	Play games with friends	Play games with friends	Work on Game jam	Work on Game jam	Work on game jam	Work on Game jam
9:00 PM	Play with friends online	Play games with friends	Work on Game jam	Carride	Play games with friends	Play games with friends	Work on Game jam	monds	Work on game jam	Work on Game jam
9:30 PM	Play with friends online	Get ready for bed	Work on Game jam	Carride	Work on Game jam	Work on Game jam	Work on Game jam	Play games with friends	Get ready for bed	Work on Game jam
10:00 PM	Get ready for bed	Go to sleep	Work on Game jam	Dinner	Work on Game jam	Work on Game jam	Work on Game jam	Get ready for bed	Go to sleep	Work on Game jam
10:30 PM	Go to sleep	Sleep	Get ready for bed	Get ready fo bed	Get ready for bed	Work on Game jam	Work on Game jam	Go to sleep	Sleep	Get ready for bed
11:00 PM	Sleep	Sleep	Go to sleep	Go to sleep	Go to sleep	Go to sleep	Go to sleep	Sleep	Sleep	Go to sleep
11:30 PM	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
12:00 AM	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep