Time Monitoring

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UNV-507 Introduction to Graduate Studies in CSET

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**Part 1:** Use the table below to monitor your time in hourly increments.

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| --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** |
| 5 a.m. | Wake up/get ready for work | Wake up/get ready for work | Wake up/get ready for work |
| 6 a.m. | Leave for work | Leave for work | Leave for work |
| 7 a.m. | Work | Work | Work |
| 8 a.m. | Work | Work | Work |
| 9 a.m. | Work | Work | Work |
| 10 a.m. | Work | Work | Work |
| 11 a.m. | Work | Work | Work |
| 12 p.m. | Work | Work | Work |
| 1 p.m. | Work | Work | Work |
| 2 p.m. | Lunch/Read through discussions and class readings | Lunch/Read through discussions and class readings | Lunch/Read through discussions and class readings |
| 3 p.m. | Work | Work | Work |
| 4 p.m. | Work | Work | Work |
| 5 p.m. | Head home from work | Head home from work | Head home from work |
| 6 p.m. | Wind down/make dinner | Wind down/make dinner | Wind down/make dinner |
| 7 p.m. | Wind down/Computer games | Wind down/Computer games | Wind down/Computer games |
| 8 p.m. | Computer Games | Classwork | Classwork |
| 9 p.m. | Computer Games | Classwork/distracted with social media | Classwork |
| 10 p.m. | Computer Games/head to bed | Head to bed | Classwork/social media/head to bed |

Part 2

After reviewing my Time Monitoring sheet for the previous three days, I found out that most of my weekdays pretty much stay the same and mainly consist of work. When I do get home, I find myself relaxing from the workday and unwinding with a game or two. This may not be effective in managing my time, but I feel it is essential in order to unwind from a busy day outdoors at work. I try to set aside an hour or two to devote to homework, but I often find myself easily distracted and end up browsing the internet instead of completing assignments early.

Part 3

In order to become more efficient with my time, I need to find a way to manage it better without distractions. Instead of trying to tackle a single task for hours, I should break it up into sections and take a break whenever I complete a section. This could help alleviate stress and fatigue from concentrating on one subject/task. I do find myself taking on too much responsibility at work when at times I do not need to. I need to find that balance from what I can comfortably handle, instead of feeling dead in the water with work. I do however like that I set aside time each day to solely devote to my studies. I just need to get rid of the distractions that lead me astray from completing school assignments early. Overall I need to prioritize myself and mental health before I overrun myself with work and stress. Social media and games have become a huge distraction, even after I have went to bed. I tend to find myself scrolling because I cannot shut my brain off. If I can prioritize what I need to get done from the others, I can manage my time more effectively and become more successful.