



# Community Living Skills

## Snapshots

## Time Use

"You're writing the story of your life one moment at a time."  
— Doc Childre & Howard Martin

### Introduction

Managing one's time and using it wisely helps to meet personal goals can increase independence, build better relationships with others, and lower stress.

The Time Use session is part of the Community Living Skills workshop and is intended to help participants begin to think about their average day and how they need to use their time to meet their goals and support their values.

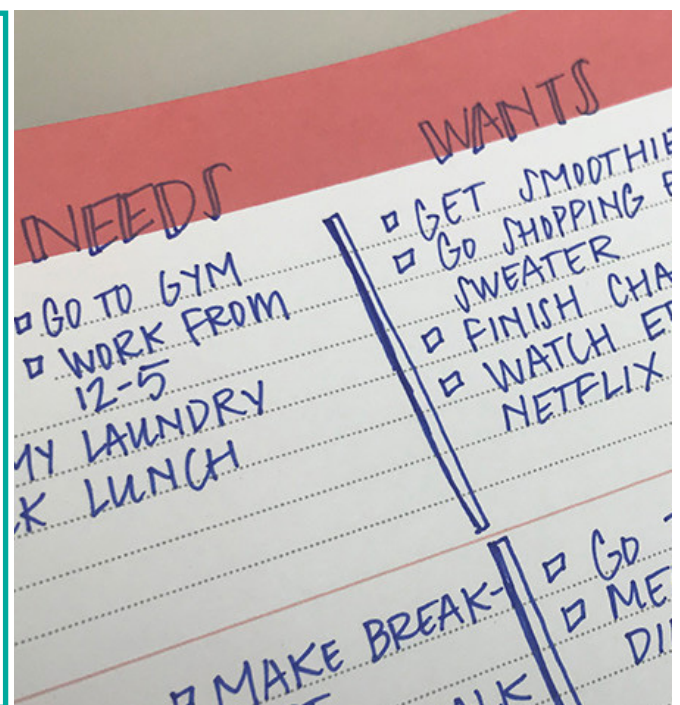
### Content Summary

**Introduction:** Definitions of time use or time management, and benefits of managing time

**Organizing Time:** Differentiating between needs and wants to organize time, setting a routine, managing appointments, using tools and methods to organize time, and ways to stay motivated

**Free Time:** Discovering personal interests, and choosing activities that fulfill values and goals during free time

**Time Use Tips & Tricks:** Ways to plan ahead, deal with set-backs and experience the benefits of managing time to meet objectives





**Healthy Community Living** is a program to support opportunities for people with disabilities to live well and participate fully in their communities.

It includes two peer-led independent living skills workshops, **Community Living Skills** and **Living Well in the Community**, which are each divided into ten specific content sessions.

RTC:Rural used an iterative participatory curriculum development (IPCD) process to involve key stakeholder engagement in the development, implementation, and evaluation of each workshop.

Each workshop has been developed through partnerships with people with disabilities with the Association of Programs for Rural Independent Living (APRIL) and Centers for Independent Living (CILs).

The HCL Snapshots series explores how partner participation through the IPCD process was fundamental in shaping the HCL program to improve people's wellbeing by providing support, health promotion, education, and opportunities for people with disabilities to succeed in reaching personal goals.



## Learning Objectives

Workshop participants can explore how they want and need to fill their time, learn new strategies for being on time, and discover what time management tools work best for them.

## Disability Community Partnership Shaped Content

The Healthy Relationships session was shaped by HCL project partners through an iterative participatory curriculum development (IPCD) process. The Time Use session of the Community Living Skills workshop came out of discussions with CIL staff who shared that many consumers had difficulty with managing time, beyond transportation difficulties. These challenges ranged from consumers needing reminders to not being able to effectively plan and budget their time—in both having too much unwanted unstructured free time, and not being able to manage being on time to appointments and social activities. CIL staff shared time management tips and reminders they personally use, and also tips they had shared with consumers.

In the pilot phase, facilitators shared that workshop participants gained understanding about some of the things about time use that could or could not be controlled. In discussion, participants also talked about what they did in their down time and the importance of participating in the community, making friends and being social, tying Time Use back to other Community Living Skills sessions.

UNIVERSITY OF MONTANA  
Rural Institute

**RTC:Rural**  
Research & Training Center  
on Disability in Rural Communities

© 2018 RTC: Rural. This project is supported by grant #90DP0073 from the National Institute on Disability, Independent Living, and Rehabilitation Research within the Administration on Community Living, U.S. Department of Health and Human Services. The contents and opinions expressed reflect those of the author(s), are not necessarily those of the funding agency, and should not assume endorsement by the Federal Government.