

Time Management – Personal Time Style

Objectives:

- ✎ Students will evaluate their current use of time and identify their personal time style.



Materials:

- ✎ 1 Handout – Personal Time Style Chart
- ✎ 1 Index Card – Time management issue and solution



Time:

- ✎ In class assignment: 5-10 minutes
- ✎ Out of class activity: 10-15 minutes
- ✎ In class discussion: 10-15 minutes

Outline:

- Administer scale
- Optional activities:
 - Group discussion
 - Web review on topic

Procedures and Activities

- ✎ Students will complete the personal time style chart in class and write a short essay reflecting on their personal chart. A discussion will take place in class regarding time management issues and potential solutions. Each student will then take their chart home and evaluate it further. IN the next class each student will submit an index card that identifies at least one (1) time management issue he/she has and at least one (1) solution to that particular issue. (Note: This could also be turned in electronically through Blackboard.)



Explanation

- ✎ Time management is an important part of our lives and good time management allows us to make educated choices about how to use our time. This short exercise will allow you to find out what type of time manager you are currently and help you to identify how to better organize and manage your time.



Suggestions for further integration

- ✎ Students discuss problems in small groups and brainstorm solutions.
- ✎ Assign a review of web-based time management sites.

Time Management – Personal Time Style Chart

Rate each statement below as it best describes you. The rating scale is listed below:

- 1 = Does not describe me at all
 2 = Describes me slightly
 3 = Describes me fairly well
 4 = Describes me very well

	1	2	3	4
1. I often wake up later than I should.				
2. I am usually late for classes and appointments.				
3. I am always in a rush getting places.				
4. I put off big tasks and assignments until the last minute				
5. My friends often comment on my lateness.				
6. I am easily interrupted, putting aside my current project to start something new.				
7. When I look at the clock I am often surprised at how late it is.				
8. I often forget appointments and often have to reschedule.				
9. When faced with a large task I feel overwhelmed and turn my mind away from it until a later time.				
10. At the end of the day I have no idea where the time went.				

Your personal time style can be assessed by adding up your points and using the scale below:

- 10-15 Very efficient time manager
 16-20 Efficient time manager
 21-30 Time use needs some work
 31-40 You are a victim of time

In the space below please reflect on your score on the personal time style chart.

Time Management – Weekly Activity Chart

Objectives:

- After creating their personal time style chart, students will create a weekly activity chart.



Materials:

- 1 Handout – Weekly Activity Chart



Time:

- Out of class activity: 30 minutes
- In class discussion: 10-15 minutes

Outline:

- Administer scale

Procedures and Activities

- Students will complete the weekly activity log of all activities. Each student will also include an overall reflection and answers to the time management questions.



Explanation

- Completion of this weekly activity chart will help you to discover how busy you actually are on a daily basis. The chart will help you identify over and under-use of time in certain areas. After completion and evaluation of this chart, you should be able to identify activities that get in the way of good time management. Once these activities or periods of time are identified, you can then make decisions on how to improve your use of time.



Suggestions for further integration

- Students will add course assignments, quizzes, tests, etc. to a monthly calendar.
- Students discuss problems in small groups and brainstorm solutions.
- Assign a review of web-based time management sites.
- Assign pairs of students who will keep track of each other throughout the quarter. If time permits they could give an update on each other at the end of the quarter.
- Photovoice Gallery - Have students take photos of things that get in the way of their own good time management. Post photos in gallery form around the classroom for all to review. Students could also use post-it notes to write suggestions for classmates and post them next to each student's photovoice gallery.

Time Management – Weekly Activity Chart

Activities should be logged and color-coded per the key below. (Chart on back.)
Alternatively, if you are posting on Blackboard, you can use Word or Excel to make a color coded chart.

PERSONAL/LEISURE (Green) - (Eating, showering, getting ready, etc.)

TV TIME (Gray)

DRIVING/TRAVEL (Orange)

CLASS (Red)

STUDY (Purple)

WORK (Pink)

FAMILY (Blue) – (Cleaning, cooking, playing with kids, etc.)

SLEEP (Black)

After completion and review of your weekly activity chart please answer the following questions:

1. What changes need to be made to allow better use of your time?
2. What prevents you from making some of these changes?

Time Management – Weekly Activity Chart

Time	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
Midnight - 1:00am							
1:00 – 2:00am							
2:00 – 3:00am							
3:00 – 4:00am							
4:00 – 5:00am							
5:00 – 6:00am							
6:00 – 7:00a							
7:00 – 8:00am							
8:00 – 9:00a							
9:00 – 10:00am							
10:00 – 11:00am							
11:00 am – 12:00 pm							
12:00 – 1:00 pm							
1:00 – 2:00 pm							
2:00 – 3:00 pm							
3:00 – 4:00 pm							
4:00 – 5:00 pm							
5:00 – 6:00 pm							
6:00 – 7:00 pm							
7:00 – 8:00 pm							
8:00 – 9:00 pm							
9:00 – 10:00 pm							
10:00 - 11:00 pm							
11:00 – Midnight							