

Name: \_\_\_\_\_

SID: \_\_\_\_\_

## Time Management Worksheet

**\*\*This assignment will be turned in during the fourth lecture on Tuesday, October 28\*\***

### Part 1:

On the sheet provided (Real Commitment Calendar), using the Fixed Commitment Calendar you created last week, pick one weekday and one weekend day to monitor what you really do. Plan carefully realistically, and be sure to have every hour covered.

### Part 2:

During the day, write down what you actually did in the Real Commitment Calendar. Because days do get very busy, you may want to jot down your morning activities at lunch, your afternoon activities at dinner, and your evening activities at the end of the day. Again, be sure to have every hour covered.

### Part 3:

After you have completed your chart, check to see how often you did what you planned to do and what types of activities you were unable to complete. Then, answer the following:

What three specific things did you learn (or continue to recognize) about yourself and your time management style?

1.

2.

3.

Remember: The importance of this exercise is not so much WHAT you did, but rather:

- a. whether or not you were able to plan a realistic and effective day,
- b. whether or not you were able to follow through with your plan,
- c. to identify possible patterns of obstacles, and
- d. to formulate possible plans for solutions for any obstacle (if any).

# Real vs. Planned Time Management Calendar

## Planned Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							
12 AM							

## Real vs. Planned Time Management Calendar

### Real Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							
12 AM							