**HANDOUT [A]: MY TIME MANAGEMENT SKILLS**

**Take some time to reflect and answer the questions below:**

1. Do you think you have “good” time management skills? What are you good at?

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1. What’s working?
2. I can always find my\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. No matter how busy I get, I always find time for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Do your time management skills need improvement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. My goals are well defined when it comes to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Reflect back on how you spent the last five days. Do you think you spent your time “wisely”? Why or why not? Support your answers with specific examples.

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4. What’s not working?

1. I can never find my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. I have no place to put my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. I don’t have enough time for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. I procrastinate whenever I have to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Are there activities/tasks that you should have completed in the last five days that you did not complete? If so, why did you not complete these activities/tasks?

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6. Are there activities/tasks that you completed in the last five days that you are proud of? If so, was it easy or difficult to find the time to complete these activities/tasks?

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**HANDOUT [B]: TIME TRACKER – PLANNING AN IDEAL WAY TO SPEND YOUR TIME**

Create your “Ideal” five-day schedule in the chart below. Your goal is to make optimal use of your time to attain all your daily activities/tasks.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | DAY 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 |
| **5am – 6am** |  |  |  |  |  |
| **6am – 7am** |  |  |  |  |  |
| **7am – 8am** |  |  |  |  |  |
| **8am – 9am** |  |  |  |  |  |
| **9am – 10am** |  |  |  |  |  |
| **10am–11am** |  |  |  |  |  |
| **12pm – 1pm** |  |  |  |  |  |
| **1pm – 2pm** |  |  |  |  |  |
| **2pm – 3pm** |  |  |  |  |  |
| **3pm – 4pm** |  |  |  |  |  |
| **4pm – 5pm** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5pm – 6pm** |  |  |  |  |  |
| **6pm – 7pm** |  |  |  |  |  |
| **7pm – 8pm** |  |  |  |  |  |
| **8pm – 9pm** |  |  |  |  |  |
| **9pm – 10pm** |  |  |  |  |  |
| **10pm-11pm** |  |  |  |  |  |
| **11pm-12am** |  |  |  |  |  |

**HANDOUT [C]: REFLECTION QUESTIONS**

1. Is this “ideal” schedule very different from the way that you currently spend your time?

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1. What do you need to modify in your life in order to make this schedule become a reality?

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1. What will be the pay-off? What are the reasons why it will be worthwhile to get organized?

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1. Looking at your ideal schedule, how are you currently living your life day by day? What needs to change so that you are more on track?

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