

Time - Choice Topic

Point of the Assignment: 1) To chose a time-management topic to explore based on your individual needs.

As individuals with different personalities, concerns, and prior time management coping skills, you will likely have different needs regarding developing new techniques for time management. In addition, several of the topics included in the book have already been covered earlier in the class. Therefore, for this assignment, you are going to choose to focus your learning efforts on one of the “mini” topics covered in the book that is tailored to your specific needs. You are expected to choose a topic that is, for the most part, unfamiliar or new to you. For example, if you are a Guardian, it is highly possible that you currently live your life by “To-Do” Lists since this is how Guardians usually think. If so, then you would gain very little out of spending time learning how to create a To-Do list. However, you may truly need to focus on ways to maximize your time (Item 4). The point is that **you** will decide what will be most beneficial to your needs. Choose one topic from the following list. (*You may, of course, choose to do more than one if you feel the need ☺*):

1. You’ve Got the Time (p. 65)
2. The ABC daily To-Do List (p. 74-75)
3. Make Choices About Multi-tasking (p. 76)
4. More Strategies for Planning (P. 77-78)
5. Mastering Technology (p. 85)
6. 25 Ways to Get the Most Out of Now (p. 89-93)
7. Beyond Time Management: Stay Focused On What Matters (p. 94-95)
8. Forget time Management – Just Get Things Done (p. 96)

Once you have decided which topic you are going to focus on, read that section and answer the following questions.

Topic Name: _____

List the main points of this topic:

1. _____
2. _____
3. _____
4. _____

Time Planning – Choice Topic

List some ideas that are new to you:

1. _____
2. _____
3. _____
4. _____

List some ideas listed in the book that you can realistically incorporate into your life.

1. _____
2. _____
3. _____
4. _____

Set some goals for how you will include this information

1. _____
2. _____
3. _____

Test your understanding:

What is the main point of this assignment?

Why were you expected to do this exercise?

What type of person would need to do this exercise?

How well do you fit the profile of the person for whom this assignment was created?

Reflection: *(Write down your response after completing this assignment.)*
