

Time - Final

Point of the Assignment: To help you to take control of how you spend your time so that you can take control of your life, and achieve the goals you set for yourself.

1. **Values:** Summarize what you have discovered about yourself and your values from previous assignments:

2. **Priorities:** Summarize what you have discovered about yourself and your priorities from previous assignments:

3. **Goals:** Summarize what goals you have set for yourself from previous assignments:
a. **Long-range** (*5-20 years or more away*) (for example, “to become a doctor”)

- b. **Mid-range** (*1-5 years away*): should be mini-goals leading to long-range goals (for example, “long-range: become a doctor, mid-range = graduate from university and begin graduate school”)

- c. **Short-term** (*1 year or less*): (for example, “Finish this class and develop an education plan”)

4. **Time Management Goals:**

Use the information you wrote above to set for yourself time management goals you want to achieve. These goals will be designed to help you take charge of how you spend your time. (For example, “I want to get out of living in “crisis” mode and start living in “Not Urgent, but Important” mode.)

5. **Time Monitor Assignment** (*Apply it to your goal setting*):

Time Planning/Priority Setting Final Project

Use this assignment to identify how you want to plan your categories of time you spend. Set for your self some goals. Look at the column labeled “Monitored” and identify some changes you want to make. (For example, “Reduce number of hours spent on socializing from 10 hours per week to 4. Or, “Increase number of hours spent on homework from 1 hour per week to 4 hours per week”). Then enter these goals into the “Planned” column on this chart.

6. **Successful Time Planning:**

Review Chapter 2 from the book for possible time management strategies you can use. List at least three of these strategies that are new to you, and that you want to use.

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

7. **Plan Your Schedule**

Use the information you wrote in Items #5 and #6 to help you identify ways in which you can change how you spent your time last week. **Finish filling out your “Weekly Planner” handout – “Plan” columns according to what you wrote.**

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.)*
