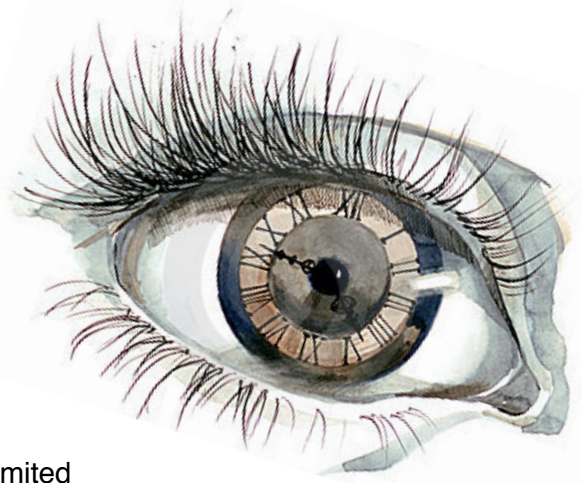


Skill Builder - Part A

Time Management.

Connection Point

Where does your time go? In your notebook, write down the top 5 events/ hobbies/activities that consume the most time in your life. Put the amount of time you think you spend on each item on an average week.



The Finite Limits of Time

The most valuable thing we have in life is time. It is our most limited resource. Rich or poor, famous or anonymous... everyone gets the same amount each day:

- 24 hours.
- 1440 minutes.
- 86,400 seconds.

Expanded out of the course of a week, it equates to...

- 7 days.
- 168 hours.
- 10,080 minutes.
- 604,800 seconds.

That is it. No more can be given. No more can be bought or earned. Once it is gone, it's gone.

So... what DO you do with this time? How do you spend it? With an advanced level class, how will you make sure you have the time to get all your work and studying done along with all your other obligations?

STEP 1: Mapping Your Life

The first step to taking control of your life and getting the most out of your life is knowing where your time goes. You do this by mapping your life. Complete the following in your notebook or the attached printable worksheet:

- Left Hand Column: Put a time range from 5 am to 12 am. Each hour gets a line (or skip a line)
- Top Row: Put Monday -> Sunday, leaving space between each day. This should take up most of your notebook page

	Monday	Tuesday	Wednesday	Thursday	Friday
5 am					
6					
7					
8					
9					
10					

- Place reoccurring events onto your chart that take place almost every week during the school year. Fill in the start & end time for each day the event takes place, and label it.
 - ◆ Classes
 - ◆ Sports Practices
 - ◆ Music Lessons
 - ◆ Work
 - ◆ Clubs/Organizations/Religious Events
 - ◆ Other...
- Identify the gaps in your schedule, even if they are only 15-20 minutes. Write down those gaps on a separate sheet of paper. These gaps are your work space, where you can begin to plan how you will get your needed work done.
 - ◆ Got a full calendar? Have an honest conversation with yourself about what on your calendar needs to go to make sure you take care of your obligations.

	Monday	Tuesday	Wednesday	Thursday
5 am				
6				
7	Class A	Class A	Class A	Class A
8				
9	Class B	Class B	Class B	Class B
10				
11	Class C	Class C	Class C	Class C
12pm				
1	Class D	Class D	Class D	Class D
2				
3	Practice	Practice	Practice	Practice
4				

STEP 2: Identify Obligations

Now that you have your daily/weekly life mapped out, you can see the available time-chunks in your week. Once you have identified these spaces, you can control them. The next step is to identify & write down the current obligations/responsibilities you have to complete for the organizations you take part in. This can be:

- Homework/Projects
- Project or Task to complete for a club
- Chores at home
- Instrument practice time
- Errands.

NOTE: This process of writing down all the obligations you are responsible for completing is a good daily habit. Even if it is a short list, and even if the obligation is not due for a while, it is always good to have a clear view of what you have a responsibility to complete.

Have a specific deadline you need to remember? Use the calendar app on your phone & set an alert!

There are different ways you can format your To-Do List

- iPhone/iPad/Android Apps
 - ◆ Use Notepad and list
 - ◆ Use an app (ex: Reminders, 2Do, Any.do... just search "Task Manager" or "To Do List.")
- Use blank or lined paper (loose leaf or notebook. I personally prefer a blank no-lined notebook)
 - ◆ Create a long, brain dump to-do list
 - ◆ Create categories, and sort to-do items into the appropriate space.

Keep it simple. Start small and build a habit. You can then get creative w/ colors, shapes, alarms, text alerts... Either way, it must be a system that works for YOU!

- Practice Piano 30 min
- Read Ch 12: "To Kill a Mocking..."
- Clean the Toilet w/ Toothbrush
- Pick up brother from gymnastics
- Call Boss re: Schedule
-



Homework

- Finish Paper (Due Mon, 5/9)
- Read Ch11

Work

- Pick up next Schedule

Clubs

- Call Banquet Hall re: Dance
- Make Poster (Due Fri, 5/12)

Chores

- Dishes
- Laundry
- Clean Faucet with floss...

Other

- Find my social life... Place it here.

STEP 3: Prioritize

The next step, prioritize. Unfortunately, not all things in your life have the same importance. They typically fall into one of four categories:

● **Urgent & Important**

- ◆ These are the 5 alarm fire tasks. These are due... NOW. It is highly critical you get it done ASAP (or even yesterday). People are counting on you and serious consequences will happen if you don't follow through.
- ◆ These tasks need to be done immediately (or are due in the next 36-48 hours). Color code them. Put explanation points by them!!! Text alerts... whatever signifies extreme urgency.
- ◆ Examples: Test/Project/Assignment due within 24-48 hours. Picking up sister after school today. Turn in drivers education forms by 5pm this evening...

● **Not Urgent & Important**

- ◆ These tasks have great importance (to you, or your boss, or your parents...) but they are not immediately due. They may be due in 48-72 hours. Some may not have a deadline at all. They need time and attention, having great value (or great consequences if not completed)... but is not due this very moment.
- ◆ These tasks need to be focused on as soon as the Urgent/Important tasks are done. These tasks will become the urgent/important tasks if not done in time. Often times, these tasks involve planning and forward thinking which makes your future life better.... but is not a "fire" that will have immediate consequences. Color code them and mark high priority. Set text alerts for when they are due, just to make sure you don't forget. These have a big impact on your quality of life.
- ◆ Examples: Test/Project/Assignment due within 72 hours. Help Grandma clean her attic. Start planning for the next major club event. Exercise. Take time to plan. Relationship building with Family. Searching for scholarships online...

● **Urgent & Not Important**

- ◆ This is someone else's 5 alarm fire... They want it done now, but it has nothing to do with you. It does not add any real value to the things you truly care about accomplishing in life.
- ◆ These tasks can typically wait or can be completed by someone else. There will always be people in your life that are willing to spend your time. You have to learn who is important and needs obeyed (parents/family, teachers, bosses) and who to tell to wait in line.

● **Not Urgent & Not Important**

- ◆ This category is for the things you may want to get done and may be very enjoyable... but do not help you achieve the goals you are trying to accomplish.
- ◆ These tasks need to wait until the very end, when all the other things in the other categories are done. These tasks can take up a LOT of time. If you let them, they will take up ALL of your time, causing your urgent & important tasks will be unfulfilled... and THEN you face real consequences!
- ◆ Examples: Video games. Watching movies/TV. Parties. Starting drama. Checking Twitter, Instagram, YouTube surfing... Entertainment Only. Most anything that is just for entertainment purposes.



STEP 4: Make a Plan

Now that you have (a) identified the available/flexible time in your life, (b) identified your obligations, and (c) labelled/identified your priorities... now it's time to make a plan. What are you going to get done, and when are you going to do it? Steps 2-4 are something that should be done every day, preferably early in the morning while the your entire day is still in front of you. At first it will take you 10-15 minutes to really think through your life. But, the more you practice this skill, the better you get to know your obligations, the less time it takes. More importantly the more you know about your obligations you get more done, in less time... which creates more time for the things you WANT to be doing.

The key to a successful life with a Work/Family/Social life in the modern era is the ability to manage/juggle all of your obligations and priorities in an effective manner. If you do not take control of your time, it will slip away from you and you will lose it forever. A little bit of daily planning, and you will make the best use of the 604,800 seconds of you week.

Quick. Time is ticking.

