

# My Schedule

Create your own weekly timetable. Be as accurate as possible.

Activity	168 Hours per week
Sleeping	_____ hours
Bathing	_____ hours
Eating	_____ hours
Work	_____ hours
School	_____ hours
Studying	_____ hours
Family	_____ hours
Socializing	_____ hours
Chores	_____ hours
Travel	_____ hours



# My Ideal Schedule

Take a moment to create your IDEAL timetable below.

Activity	168 Hours per week
Sleeping	_____ hours
Bathing	_____ hours
Eating	_____ hours
Work	_____ hours
School	_____ hours
Studying	_____ hours
Family	_____ hours
Socializing	_____ hours
Chores	_____ hours
Travel	_____ hours



**Take a look at both tables.  
What are the significant differences?**

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# My Actual Schedule vs. My Ideal Schedule

Take a moment to list the significant differences between your actual and ideal timetables below. Try to think of potential solutions to problem areas.

Actual	Ideal	Potential Solutions

If you feel like you don't have enough time, then you may need to reevaluate how you spend your time. This means you may need to work more effectively, learn to prioritize, stop procrastinating, and learn to say no!

## What are the TRUE benefits of time management?

1. Helps to get you started (no time wasted on deciding what to do).
2. Keeps you from forgetting to work on projects or study for subjects you dislike.
3. Provides you with more time to think about and enjoy what you need to accomplish.
4. Promotes effective preparation time and eliminates cramming.
5. Frees your mind (putting it on paper, means you don't have to remember it).
6. Helps you to prioritize.
7. Allows you to avoid time traps and control quick breaks.
8. Keeps you from overlooking opportunities to have **FUN**.
9. Helps you to learn smarter, NOT HARDER!

## Using Time Wisely

Take a moment to jot down all of the tasks, projects, and activities that you would accomplish if you were able to manage your time more effectively.

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## Eliminate Distractions

It is difficult to get any real work done when television, family, friends, texts, or status updates on Facebook or Snap Chat distract you? Designate certain blocks of time during which you remove ALL distractions including music, the iPad, television, texting, and social media. Commit to using that time to focus all your attention on projects that require uninterrupted focus.

## My Distractions

What distracts you the most when you're attempting to complete a task? List possible solutions to each major distraction.

Distraction	Potential Solution(s)

## Do you procrastinate?

One of the best ways to take control of your time is to understand procrastination. Everyone is guilty of occasional procrastination, but if you find yourself consistently putting off projects, it can be a significant issue at school and on the job. Self-awareness is key! When you understand your patterns, it will help to determine if you are habitually putting off projects and why.

## Am I a Procrastinator?

Write "**true**" or "**false**" next to the following questions, and see how your score adds up below.

1. When I am assigned a task, I rarely begin it immediately.
2. When I wait until the last minute, I perform faster and produce better work.
3. My classmates or teachers have questioned me about procrastinating on a project.
4. I wait to start projects because sometimes the deliverables change and I don't want to waste my time.
5. I'm hesitant to get things started early because a better idea may come to me later.
6. When I start an assignment, I do not finish working until it is done.
7. I am often rushed to turn in work reports or school projects by the deadline.
8. When I delay starting a project, it gives me more time to reflect and strategize.

**Number of True:** \_\_\_\_\_ **Number of False:** \_\_\_\_\_

**Mostly true:** If you answered true to six or more of the statements above, you are demonstrating tendencies of a procrastinator and need to pay extra attention to the strategies for overcoming procrastination in this section.

**Equally true and false:** If you answered true to three - five statements, you are procrastinating some of the time. Once you know your patterns, you can recognize when you are procrastinating sooner, and keep it from getting in the way of your success. **Mostly false:** If you answered true to one – two statements, you are not showing signs of a habitual procrastinator and you probably avoid the stress of last minute work!

## My Rationalizations for Procrastination

People that procrastinate commonly use reasons like the examples below to keep the cycle of procrastination going. The real trick is to have a response prepared to help you overcome each statement to stop the cycle. Create a response for each of the following.

1. I produce my best work when I am under pressure, therefore; I wait until the last minute, then, I'll get it done.

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2. I don't even know where to start with this project, so I'll come back to it later.

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3. I'm not doing this because frankly, I don't want to.

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4. Nothing life shattering is going to happen if I wait to start this project tomorrow.

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5. I should be in the right frame of mind to get this assignment done. Right now, I am just not up for it.

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6. Last time, I waited until the night before it was due, and it turned out just fine.

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7. I can't do this right now! My friend is having a party tonight.

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8. After too many hours on this project, I've completely lost interest.

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