

MANAGING MY TIME

Objective: To write a two-page (minimum/maximum) MLA formatted report on the above topic

Value: 100 Project Points

Due Date: _____

Name _____

Overview: During the next few days you will be recording and analyzing the time you spend on various activities, read about better time management techniques, reflect on how your time is used and report on what you have learned from doing this activity and how it may affect your lifetime goals.

Procedures:

Part I:

1. Go to www.getmoredone.com
2. Select the *Tabulator* How do you spend your time?
3. Read the information and click on *Continue*
4. Take the survey using your “best guesses”. Use the **Counter** which is above and below the survey until you have “zero” remaining hours
5. Click *Continue* and select “No” for completing an Ideal one
6. Click *Continue* and select the *Actual Hours* chart and click *Continue* - Take a look at that chart and make yourself some notes on what you see and feel
7. Select *Continue* and **No** to see another chart
8. Select **Yes** you want to save a copy
9. Select *Download Spreadsheet* and **Yes** to Open the Excel Spreadsheet
10. Name the project **GetMoreDone.2010.your last name** and Save the file in your My Documents file in a folder called *Work-Based Learning 2010*.
11. Close the document, selecting **No** to save the changes and return to the **Home** page.

Part II:

1. From the **Home** page select **Research Reports** and read one of the three that are listed on the right side of the page. You will need to take good notes from this article so that you can write a one- or two- paragraph review as a part of your two-page report.
2. Read through the **Top Time Wasters** and **Time Tips** and the other links that you think may help you with your report.

Part III:

During the next week (starting tomorrow morning) and using **ONLY** the following categories, create a record sheet to keep track, in 15-minute intervals, of how you are spending your time each day. You may use the numbers that use the “Key” below to summarize them. (I suggest you write the daily entries in pencil in case you’ll need to change an entry.)

1. Employment – work hours and school hours
2. Family – excluding boyfriend/girlfriend which is listed below
3. Meals (cooking, serving, clean-up, etc.)
4. Chores (laundry, errands, cleaning, bill paying, shopping, etc.)
5. Television (TV, videos, movies, alone or with someone)
6. Spiritual/community (church, journaling, volunteering, meditation, etc.)
7. Me Time (reading, hobbies, fitness, internet, socializing, entertainment)
8. Commuting (bus or car to/from school and work)
9. Personal care (grooming, naps)
10. Sleep
11. Spouse/girlfriend/boyfriend

.... Over or page 2

Part IV:

The summary report needs to include the following paragraphs. All work should be error-free.

- Par. 1 2-4 sentence introduction, stating the purpose of it
- Par. 2 2-5 sentences summarizing the articles
- Par. 3-4 What you learned and what was reinforced through the articles
- Par. 4-5 Reflection on what you are planning to do to “**Get More Done**” based on your analysis

Notes: Write in complete sentences, use proper paragraphing, use **Spell Check**, the **Thesaurus**, and **PROOFREAD!!** You must turn in your notes attached to the back of your paper.