Managing Your Time

Quick Question-Parent

Do you think you manage your time successfully? What do you do well? What could you work on?

Name: _____

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Worksite Reflection

What was something that happened at work this week? (an event, a problem, an interaction, a success, etc.)

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Administrative Questions

Is your phone number the same?	YES	NO
Do you have active phone service?	YES	NO
Is everything at work satisfactory?	YES	NO
Are you getting enough hours?	YES	NO

If you selected NO, explain:

	POINTS	EARNED	On time Late
Journal	5		Date turned in:
Scenario	5		Weeks late (points off):
Question	5		Final Score:
Reflection	3		
Admin	2		

Time Management Mistakes

Failing to Keep a To-Do List

Keep up with tasks and prioritize them on a list. Break down big projects into small ones so you don't skip important steps. When you finish, cross it off.

Not Setting Personal Goals

Do you know where you'd like to be in 6 months, next year, or 10 years? If not, set goals! Goals help you know what's important and what's a distraction.

Not Prioritizing

Sometimes, everything seems important. Prioritize by asking yourself: Is it a request from outside (boss or teacher)? Is it what is best? Is there a deadline? At work, do what you were hired to do. At school, do what will help you pass.

Failing to Manage Distractions

You lose up to two hours a day to distractions because you lose focus. The #1 distraction is probably in your hand right now-your phone. Turn if off and get to work.

Procrastination

When you put off tasks that you should focus on, you feel guilty, then you dread doing it, and, eventually, it catches up with you and you fail to complete it.
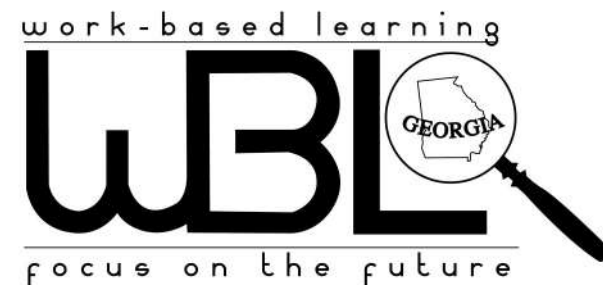
Not Taking Breaks

It's impossible for you to produce high-quality work without taking breaks. Breaks are not "wasting time." Take a 5-minute break every hour or two.

Ineffectively Scheduling Tasks

There are times when you feel most energetic. Schedule harder work during those times, and low-energy work (checking email), during your "down" time.

WORKHOUSE
EDUCATION BEYOND THE CLASSROOM

work-based learning
WBL
GEORGIA
focus on the future

What is Time Management?

Can you actually manage time? Nope. I wish!
(If we could I'd add 8 hours to Saturday and subtract it from Monday.)
You can only manage yourself. (Read that again.)
Time management is SELF-MANAGEMENT.

Results of Poor Self-Management

Poor Workflow

Not being efficient means you can't plan ahead and stick to goals. If there are several tasks to do, an effective plan would be to complete related tasks in order. If you don't plan ahead, you could end up backtracking. That means reduced efficiency and lower productivity.

Wasted Time

Poor time management results in wasted time. Chatting with friends on SnapChat while doing an assignment wastes time. Focus first; chat second.

Loss of Control

By not knowing what the next task is, you suffer from loss of control in your life. That can contribute to higher stress levels and anxiety.

Poor Quality of Work

Poor time management typically makes the quality of your work poor, too. Rushing to finish tasks at the last minute compromises quality.

Poor Reputation

If your employer cannot rely on you to complete tasks, their expectations and perceptions of you are negatively affected. Do what you were hired to do when you are supposed to do it. Don't wait for your boss to tell you to do something.

DID YOU KNOW?

Some people think they can manage many tasks by multi-tasking, but that sometimes makes projects take 20 to 30% longer.

"But I don't wanna...!"

Step 1: Picture the End Before the Start

Create an image of what it is like to have completed the project, including the feeling of success. Then picture the process of working. Imagine sitting at your desk and turning your computer on, opening up your textbook and reading the assigned chapter, etc.

Step 2: Count the Cost

Before adding a task to your list, be realistic about the time and cost that it will require. You may need help.

Step 3: Brainstorm

Get paper and a pen and write down your ideas and possible steps for the task. Look at websites related to your project for ideas. Don't criticize your thoughts and don't stop until all have been put on paper.

Step 4: Make a Public Commitment

We tend to improve our performance when we know that we are being watched. Tell your parents, friends, or teachers what you plan to do.

Step 5: Gather Material

Find a place to keep anything related to your project: —books, articles, tools, This will give you the feeling of having it underway. If you have it together, it will be easier to find what you need when you need it

Step 6: Break It Down

Do it one step at a time. Break down the process into small, simple steps. Having these steps written down creates flow to finishing the project—one logical step at a time.

Step 7: Sweat It Out For Ten Minutes

A good way to get yourself jumpstarted is to set a timer and work with your full attention (that means put your phone down) for 10 minutes. When your time's up, you can stop and go do something else.

Name: _____

Journal

What are your 2 biggest roadblocks to staying on track with time? How have you tried to fix them? Have you had any success? Why or why not?

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Worksite Scenario

Cicely has a research paper due next week, but she continues procrastinating. She's done the outline, but she just keeps getting distracted on the internet when she goes to look for resources. How can she get motivated to get herself started?

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