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| **Reading 0304**  **Three-Week Lab** |

Time Management Activities

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**1 page long** (ELC charges for print jobs)

**Instructions:** The Time Management module is three weeks long. Write down the due dates for each week’s worth of work. Completed work should have your name, your instructor’s name, Engl 0304, and the date. Turn in completed work to the Resource Desk by the due date announced by your instructor.

**Time Management Activities Week One**

**Week One Due Date:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ENGL 0304**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Activity One:***

1. View the 18-minute video clip from Dartmouth University on Time Management and write a half page summary, typed, of the information provided in the clip.

2. To access this online video, follow these steps:

a. Type the address [tomball.lonestar.edu](http://tomball.lonestar.edu/) in the address bar of Explorer to get to the Lone Star College–Tomball homepage.

b. Click on *My Quick Links* and then Tutoring—to get to the ELC homepage.

c. At the ELC homepage, follow the link—**Help With Classes**.

d. On the Academic Support page, scroll down until you see the link to the Dartmouth video clips.

e. At the Dartmouth sites, choose the video clip on Time Management.

***or***

1. Watch the Lone Star College–Tomball Successful Student narrated Powerpoint on Managing Your Time.

2. To access the Powerpoint presentation:

a. On the desktop of each computer in the ELC, click on the Tutorial Menu icon.

b. Choose the folder Successful Student.

c. Choose the presentation on Time Management.

1. Write a half page summary, typed, of the information provided in the presentation.

***Activity Two:***

1. On one of the weekly schedules attached to this packet, record your activities for seven consecutive days. Do not alter your activities or record false information in order to “look better” or to impress your instructor.
2. You will be the one who evaluates your use of time. If your chart does not represent your actual activities, then you will lose the benefits of the project.
3. Make a copy of your completed chart so you have one to turn in and one to keep for next week’s activities.

**Week Two Due Date:**

***Activity One:***

1. Check out the reference book, *The Confident Student*, by Carol Kanar, from the Resource Desk. This book is for use only in the ELC.

2. Read Chapter 3, *Setting Goals and Solving Problems*, pp. 55-74.

3. Do Awareness Check 6, pp.56-57. (*on your own paper)*

4. Do Exercise 3.2, p. 63. (*on your own paper)*

5. Do Chapter Review, pp. 73-74. (*on your own paper)*

***Activity Two:***

1. Based upon your improved understanding of the principles of good time management and goal-setting, analyze your recorded activities from the previous week and evaluate your own use of time as recorded on your schedule.
2. Write down at least three goals for improving your time management.
3. Prepare a tentative time schedule for one week that will structure your time more productively based on your goals for improvement. Do this on the remaining blank schedule in this packet.
4. Make your schedule realistic, a schedule that you actually have the possibility of maintaining if you work at it.
5. Try to adhere to your planned schedule for the one week. Make notes of any problems that occur.

**Week Three Due Date:**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ENGL 0304**

***Activity One***:

1. Complete the **Setting Goals** worksheet attached to this packet of material.
2. Answers should be typed in complete sentences.

***Activity Two:***

1. After you have completed seven consecutive days of living by your planned schedule, write an analysis of what you learned from this unit of study.

* Describe the specific changes in scheduling you attempted to make.
* What was successful? Why?
* What was unsuccessful? Why?
* How do you think setting goals will help you with your schoolwork?

1. This analysis must be typed and double-spaced, and it should be at least one page in length.

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|  | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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| **7:00 am -**  **8:00 am** |  |  |  |  |  |  |  |
| **8:00 am -**  **9:00 am** |  |  |  |  |  |  |  |
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| **11:00 am -**  **12:00 pm** |  |  |  |  |  |  |  |
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| **4:00 pm -**  **5:00 pm** |  |  |  |  |  |  |  |
| **5:00 pm -**  **6:00 pm** |  |  |  |  |  |  |  |
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| **2:00 am -**  **3:00 am** |  |  |  |  |  |  |  |

**Setting Goals Worksheet**

1. List three goals you hope to accomplish by the end of three years.

2. For **each** goal listed above, describe the steps you will take to reach the stated goal.

3. List three goals you hope to accomplish by the end of the semester.

4. For **each** goal listed in question 3, describe the steps you will take to reach the stated goal.

5. List three goals you hope to accomplish by the end of the month.

6. For **each** goal listed in question 5 above, describe the steps you will take to reach the stated goal.

***Remember*** the information you learned about goal-setting from your reading in *The Confident Student* to help you with this worksheet.