

Time Management

I t ' s A b o u t T i m e !

PARTICIPANT WORKSHEET

Directions:

1. Using an internet ready computer, visit <http://www.residentassistant.com/in-services/time/>
2. Be sure to have a pen or a pencil to complete this worksheet as you complete the module.
3. If at any time you wish to stop and continue at a later time, simply book mark the page you are on, and resume whenever you are ready.
4. Each time you see the following icon, stop and complete the corresponding exercise on this worksheet:



Activity 1: Time Management Self Assessment

On a scale of 1 – 10, I would currently rate my time management skills as a ____.

Activity 2: Your “WHY” Statements

RA: _____

Student: _____

Other: _____

Activity 3: Goal setting

What are the 5 categories of goal setting listed on the site?

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | |

Activity 4: Identify 5 of your “Big Rocks”

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | |

Activity 5: Time Calculator

How many hours were listed on the time calculator after you completed? _____

Activity 6: Time Management Tools

What is your method of choice for time management? _____
Are there any new methods or tools you want to try? _____

Activity 7: Quadrant II Time Management:

Please correctly label the following illustration of
"Quadrant II" Time Management:

1	2
3	4

7a: List some of the Quadrant I issues or activities
in your life:

1. _____
2. _____
3. _____
4. _____

7b: List some of the Quadrant III issues or activities (Interruptions) you can avoid:

1. _____
2. _____
3. _____
4. _____

7c: List some of the Quadrant IV issues or activities (Time Takers) you can get rid of:

1. _____
2. _____
3. _____
4. _____

7d: QUADRANT II: Which RA are you typically the most like; Jane, or Joe? _____

7e: What are some Quadrant II activities you can focus on to become more productive?

1. _____
2. _____
3. _____
4. _____

Activity 8: Scheduling Hints

Based on the information presented in this section, what are some scheduling strategies you want
to implement within the next week?

1. _____
2. _____
3. _____
4. _____

Activity 9: Procrastination

Whether or not you have a problem in this area, please indicate some strategies you can use to
avoid procrastinating.

1. _____
2. _____
3. _____
4. _____

Activity 10: Action Steps

List at least 5 action steps you will implement now that you have completed this module:

1. _____
2. _____
3. _____
4. _____
5. _____

Activity 11: Evaluation

Please complete the short evaluation on the website. Your feedback is valued!

Questions? Comments?

Please contact Dan Oltersdorf – dan@residentassistant.com
<http://www.residentassistant.com/in-services/time>