

Time-Management & Goal Setting



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Riddle

*You Can't Save it, You can't Borrow it, You Can't Lend it,
You Can't Leave it, You Can't Take it With You. You Can
Only do One of Two Things – Use it or Lose it. What is It?*

1

Time Knowledge



What a Normal Weekday looks Like For You

Task
Sleeping
Watching TV
Eating
Time With Friends
Venturing Activities
Studying
Driving
In Class
House Task

- List Task You Normally Do In Weekdays



What a Normal Weekday looks Like For You

Task	Time
Sleeping	8 hrs.
Watching TV	2 hrs. 30 mins.
Eating	2 hrs.
Time With Friends	1 hr. 15 mins.
Venturing Activities	1 hr.
Studying	2 hrs. 15 mins.
Driving	55 mins.
In Class	7 hrs.
House Task	2 hrs.

- How Often Do You Do Each Task



What a Normal Weekday looks Like For You

Task	Time	Frequency
Sleeping	8 hrs.	Daily
Watching TV	2 hrs. 30 mins.	Sometimes
Eating	2 hrs.	Daily
Time With Friends	1 hr. 15 mins.	Sometimes
Venturing Activities	1 hr.	sometimes
Studying	2 hrs. 15 mins.	Often
Driving	55 mins.	Daily
In Class	7 hrs.	Fixed
House Task	2 hrs.	Often

- How Often Do You Do Each Task



Logging Your Time

- Keep Track Of Your Time
- Be Exact
- Note If Planned
- Categorize
- Reflect



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First Priorities

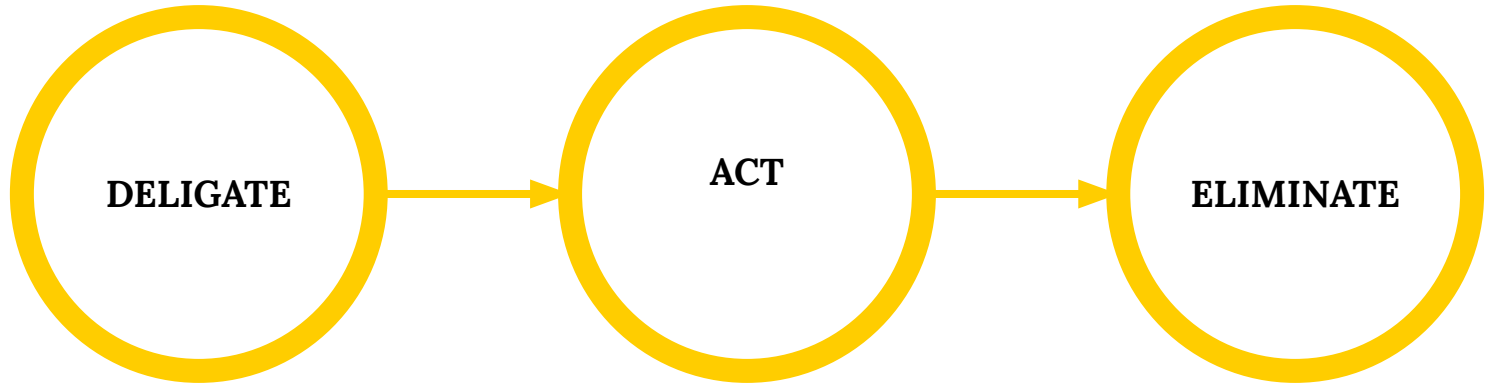


Questions to **Keep** in Mind

- Is this task really needed?
- How will it help me?
- Will the task be useful when I need to do it again?
- Is the task new or unique?
- What are the consequences if the task isn't done?



Organize





SMART Goals

- Specific
- Measurable
- Attainable
- Relevant
- Timely



Example

You have been a member of your Venturing crew for almost a year. You are the activity chair for a camping trip scheduled four weeks from now. This is a popular crew adventure that is held at a state park 40 miles away, and reservations are on a first come, first-serve basis, so plans must be finalized well in advance. Meanwhile, you still have all your usual responsibilities each day—schoolwork, errands, household chores, etc.



Factor in your Life

Crew officer meeting, 1st Tuesday

Crew meetings, 2nd and 3rd Tuesdays

Meal planning for crew campout

Reserve horses and mountain bikes at state park

History paper due this Friday

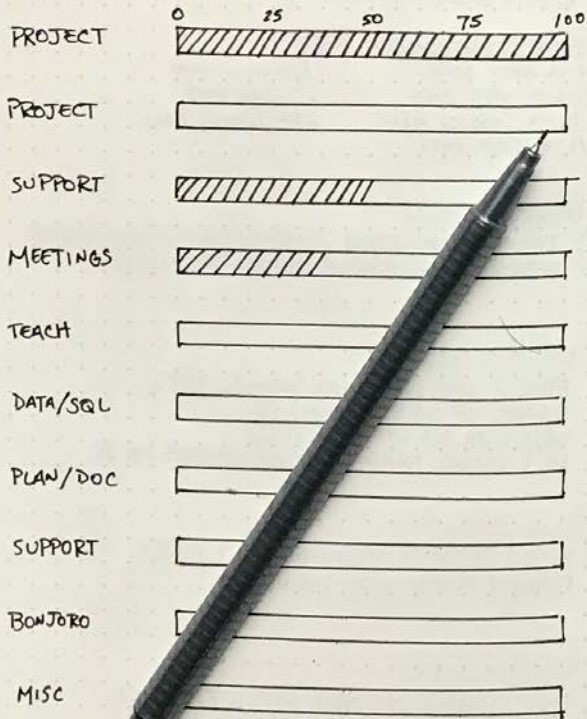
Outline for English paper due a week from Monday

Mow the lawn.

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Planners

10 BLOCKS



MONDAY

- 10:00 NEWBILL UPDATE
- 11:00 TEAM MEETING
- 1:00 QUEUE SPRINT
- 2:00 NEWBILL MEETING

TOP TASKS

- X UPDATE MA
- X CHURN NUMBERS
- > NEW BILLING STEPS
- X TEAM UPDATE

TUESDAY

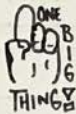
- 10:30 ENGINEERING
- 2:00 WORKSHOP
- 3:30 BARRETT



- > NEW BILLING STEPS
- WORKSHOP TEMPLATES
- BOWJOROS

WEDNESDAY

- 1:00 QUEUE SPRINT
- 2:00 FB LIVE
- 4:00 NASHVILLE MLS!



- NEW LIVE VIDEOS
- 2018 ONBOARD GOALS
- DOCUMENT PROGRESS



THURSDAY

- 10:45 SUCCESS MEETING
- 1:00 WORKSHOP
- 2:30 PICKUP CANAAN

FRIDAY

- 10:00 BOOK CLUB
- 11:00 STEVEN
- 1:00 QUEUE SPRINT
- 5:00 REVIEW WEEK



October 17-23

MONDAY 10/17

- ☑ morning pages
- ☑ post on IG
- work @ PA
- check RSVPs
- finish Ann. bib., email
- respond to TA emails
- ☑ read for 932
- ☑ Starbucks: free drink
- ☑ PA: issue brief
- ☑ PA: email draft
- paper class @ 6:15

TUESDAY 10/18

- ☑ morning pages
- ☑ PA: send reader email
- TA class: midterm
- office hours
- read for 932
- 932 seminar
- ☑ post on IG: sunnigoshi
- ☑ 710: peer review
- ☑ 710: post in forum
- ☑ Calligraphy class @ 5:30
- ☑ lunch - deposit check
- ☑ TA: warmup for Thurs.

FRIDAY 10/21

- ☑ morning pages
- work at PA
- Milwaukee visit
→ leave campus @ 11am
- ☑ go to library?
- ☑ 710: outline series are
- ☑ TA: grade paper 2.

SATURDAY 10/22

- ☑ morning pages
- ☑ TA: finish paper 2; email
- ☑ remove nail polish
- ☑ grade midterms
- ☑ sit up for next week
- ☑ 932: decide on reading order
- ☑ apply for spring TA
- ☑ 710: outline series are
- ☑ make Blue Horn about
- ☑ 932: read for next week
- ☑ order VS sweat pants
- ☑ grocery store, ~~Target~~
- ☑ put away laundry

WEDNESDAY 10/19

- ☑ morning pages
- ☑ send \$ to Mom
- ☑ 710: peer review
- 710 seminar
- go to Sherbrooke
- work @ PA
- TA: proofread projections
- PA: RSVP list to Mom
- ☑ grade papers
- ☑ TA: warmup for Thurs
- ☑ watch debate?

SUNDAY 10/23

- ☑ morning pages
- ☑ grade midterms
- ☑ apply for spring TA
- ☑ 710: outline series are
- ☑ read killing for love
- ☑ 932: decide on reading order
- ☑ order VS sweat pants?
- ☑ put away laundry
- ☑ remove nail polish
- ☑ shelve some books

THURSDAY 10/20

- ☑ morning pages
- TA class
- work at internship
- ☑ apply for spring 20 TA
- ☑ grade paper 2!
- ☑ Blue Horn
- ☑ 932: decide on reading order
- ☑ remove nail polish

NOTES/UPCOMING

- Calligraphy class's next 2 Tues
- LSC TA spring app
- look into PhD requirements
- deadline is 10/25
- for E + F, history, and econ
- 710: take 2 class 11/2
- argument + structure

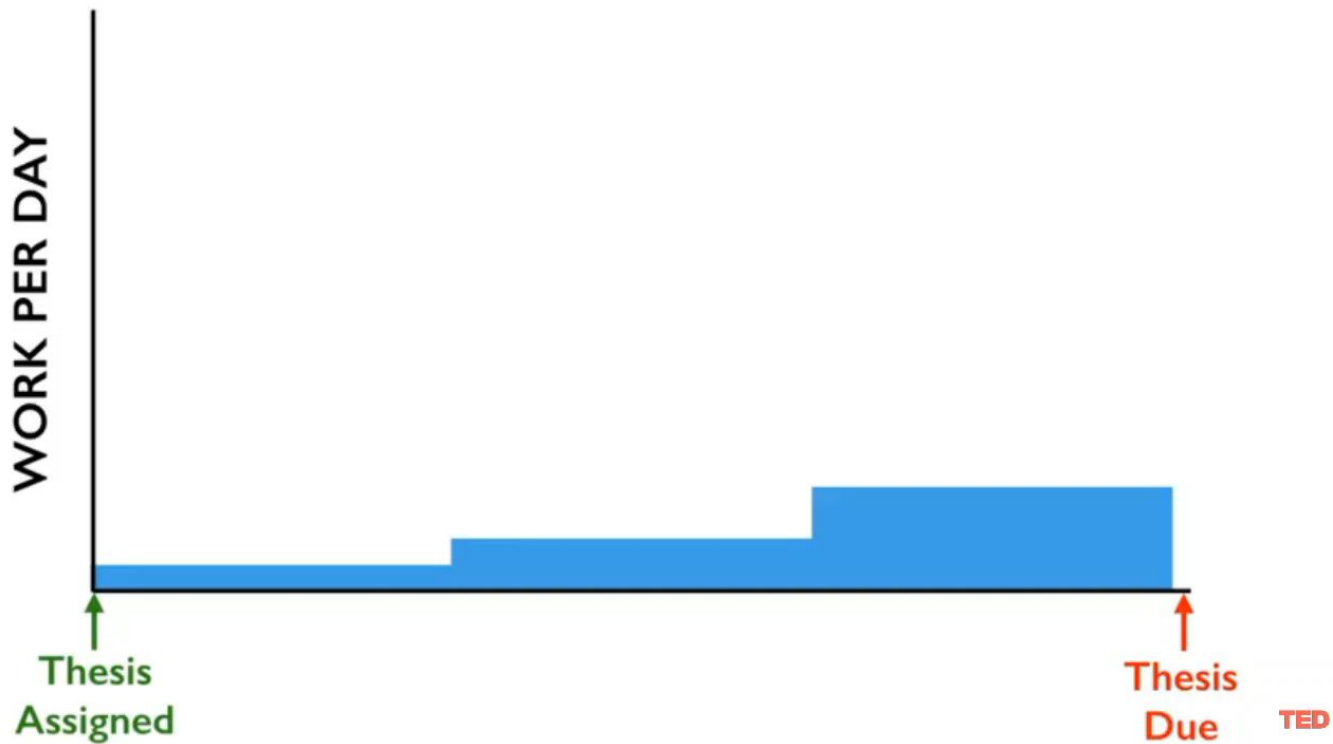
@greenishplanner

5

Procrastination



Tim Urban





Tim Urban





Tim Urban



Thanks For Coming

Any final Questions?

