How Do I Balance it All?

First Step Standards: Domain 3.1.A-B

Introduction

Time management is an important skill that helps keep work and priorities under control. It also helps reduce stress. You've heard the saying…time is money. Wasted time is also a waste of money and a drain on resources for employers. You need to be aware of your own time management skills and how you can strengthen areas that may need improvement. By the end of this activity you will have completed a few activities to help practice time-management and task prioritization.

Review Concepts

Efficiency and Productivity (Quizlet Review)

Terms to Know for Priority Matrix

Quadrant 1: DO

Urgent AND Important- Do these first.

Quadrant 2: SCHEDULE

NOT Urgent BUT Important- Do these next.

Quadrant 3: DELEGATE

Not Important but Urgent- Do these later.

Quadrant 4: DELETE

Not Urgent or Important- Do not bother to do these tasks unless all of your other Quadrant 1-3 tasks are

completed and you have the time.

Do Now

Take one or both of the “Time Management” surveys to get a perception of your skills in that area. Record a summary of your results in the space below:

- Time Management Quiz
- How Good is Your Time Management?

Priority Matrix Reflection

Think of 5-10 items on your “to-do” list for today/this week/this month/etc. and place them in the appropriate squares of the matrix.

1) Important & Urgent

2) Important & Not Urgent

3) Not Important & Urgent

4) Not Important & Not Urgent

What Else?

For further exploration, read the following article: Being Busy is Not Productive this article contains tips and tricks that can be helpful in school, at work, and even in your own personal life/leisure time.

Mark As Complete

No