# LABORATORY 11.3

**DO IT!
LABS**

**Name** _____  **Date** _____

**Instructor** _____  **Section** _____

## Managing Time and Establishing Priorities

Often people feel that there are not enough hours in the day. They feel that at some future point, such as "when I graduate," they will have more time to focus on priorities. Delaying things until the future results in lack of completion. Use the following time management tool to help you budget your time and organize your priorities.

### STEP 1: ESTABLISH PRIORITIES

Rank each priority that applies to you in the list below. Use 1 for the highest priority, 2 for the second highest, and so on. You may add priorities as necessary.

| Priority | Rank | Priority | Rank |
|---|---|---|---|
| More time with family | | More time for exercise and physical activity | |
| More time with friends | | More time to relax | |
| More time for work and professional pursuits | | More time to study | |
| More time for leisure and recreation | | More time for myself | |
| More time with boyfriend/girlfriend/spouse | | Other: _____ | |

### STEP 2: MONITOR YOUR CURRENT TIME USE

Pick one day of the week, and track what you do each hour of the day.

| Time | Activity |
|---|---|
| 5:00 A.M. | |
| 6:00 | |
| 7:00 | |
| 8:00 | |
| 9:00 | |
| 10:00 | |
| 11:00 | |
| 12:00 P.M. | |
| 1:00 | |
| 2:00 | |
| 3:00 | |
| 4:00 | |
| 5:00 | |
| 6:00 | |
| 7:00 | |
| 8:00 | |
| 9:00 | |
| 10:00 | |
| 11:00 | |
| 12:00 A.M. | |

### STEP 3: ANALYZE YOUR CURRENT TIME USE

1.  In what activity can you spend less time? For example, did you watch TV for 3 hours? How much time did you spend texting or using social networking sties?

2.  What can you do to spend less time in these activities? How can you replace those activities with ones on your prioritized list?

3.  During which hours can you spend time doing activities that are important to you?

### STEP 4: MAKE A SCHEDULE

Write in your planned activities for the next day, and try to stick closely to this schedule.

| Time | Activity |
| --- | --- |
| 5:00 A.M. | |
| 6:00 | |
| 7:00 | |
| 8:00 | |
| 9:00 | |
| 10:00 | |
| 11:00 | |
| 12:00 P.M. | |
| 1:00 | |
| 2:00 | |
| 3:00 | |
| 4:00 | |
| 5:00 | |
| 6:00 | |
| 7:00 | |
| 8:00 | |
| 9:00 | |
| 10:00 | |
| 11:00 | |
| 12:00 A.M. | |

Were you able to modify your schedule to find time for your priorities? If not, state how you will modify your plan to accommodate your priority activities.

To submit the completed lab, save the form to your computer and email it to your instructor or upload it to their digital dropbox as directed.