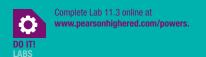
LABORATORY 11.3



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 р.м.	
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 р.м.	
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.