

Unit 1.1 Time Management

Daily Activity Worksheet Level 2

1. Look at your 2 Day Time Log Sheet and highlight the things/activities that you do every day from the list below:
 - Sleep
 - Eat
 - Schoolwork
 - Household chores
 - Spend Time Outdoors
 - Physical Movement/Exercise
 - Spend time with Family and Friends without technology
 - On the Internet (YouTube, research, etc.)
 - Social Media (Facebook, Instagram, Twitter, TikTok, etc.)
 - Watch Movies/TV shows/Video games
 - Play Sports
 - Work
 - Volunteer
 - Other (list):
2. Circle the 6 items that you spend the most time on.
3. Do the items that you have circled help you to get the awesome life that you want for yourself?
4. If yes, how do they help you? (Ex. Sleep- gives me energy to do the things I need to do to take care of myself and my life)
5. If no, then why are you spending so much time doing them? (Ex. Video games – they are fun, and I don't have to think about anything.)
6. Would you be willing to do the things that help you reach your goals first and then reward yourself with the things that are for fun (like video games)?
7. If no, then what is your plan for being successful in reaching your goals if you are not taking daily action towards them?
8. If yes, then choose a way to do your daily task list:
 - App on your phone/computer ([list of apps](#) to track tasks)
 - Paper Planner



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9. List the tasks that needs to be done today to help you reach your goals for an awesome life? (Ex. Attend class, do schoolwork, exercise)]
10. Put the reward for completing the task next to task.
(Ex. Activity: Do schoolwork Reward: 30 minutes video games)
11. Use your task list tool for 14 days and make a new list every day and then show your progress to your instructor

