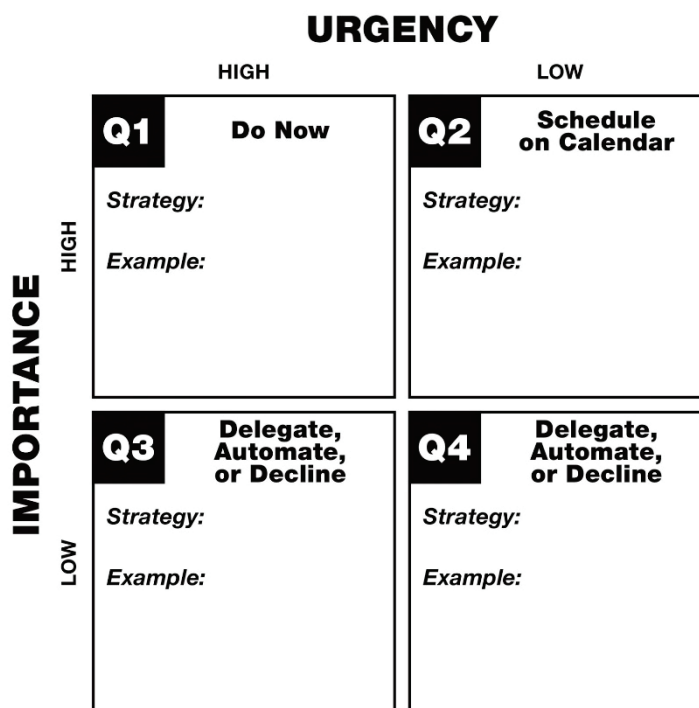


Unit 1.1 Time Management

Daily Activity Worksheet Level 3

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
 - Attending School
 - Other (list):
2. Look at the highlighted tasks on the list above and put the number of hours you spend on each task each day next to it.
3. Circle the 6 tasks that you spend the most time on.
4. Put those tasks into the appropriate area of the time management matrix below.





5. Do the items that you have circled help you to reach the awesome life goals that you have for yourself?
6. If yes, how do they help you? (Ex. Attending school helps me learn things so I can get a job and support myself one day after I graduate.)
7. 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.)
8. Would you be willing to do the things that help you reach your goals first and then reward yourself with the things that are just for fun? (like video games)?
9. If no, then what is your plan for being successful in reaching your goals if you are not taking daily action towards them?
10. 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
11. Prioritize what you need to do and put it on your task list app/planner.



EMPOWERING UNIQUE LEARNERS FOR COLLEGE SUCCESS

- List the tasks that need to be done today (Q1) to help you reach your goals for an awesome life? (Ex. Attend class, do schoolwork, exercise)
 - List the tasks that are important but not urgent and can wait. (Q2) Schedule time to do these tasks on a calendar.
 - Larger tasks can be broken down into smaller parts for completion.
12. Put the reward for completing the task next to task.
(Ex. Task: Do schoolwork Reward: 30 minutes video games)
13. Cross the task off your list when you have completed it.
14. Reward yourself after completing the task.
15. Repeat this process each day for 14 days.
REMEMBER: It is not about being perfect and getting the list done every day! It is about making PROGRESS in spending more time on activities that help you reach your goals.
16. At the end of each day, you will take a screen shot of your completed task list and save this screenshot in a folder on your phone or computer.
17. At the end of 14 days, you will submit the folder into the instructor.
18. **You will be graded on progress not perfection.** The goal is to be more consistent in crossing off your items on your list each day. This will help you to achieve the things you want to achieve to have the awesome life that you want!

