

Timing, Planning & Setting Goals

Understanding Personal Time Usage

Estimate how much time you spend on various activities by filling out the Time Tracker in 15 minute increments. Be sure to include: sleep, preparation for the day, school, chores, hobbies, eating, study, work, etc. When finished, answer the following questions:

- How much sleep do I get (on average) per day? _____
- How long does it take me to get ready in the morning? _____
- How long am I at school? _____
- How much time is spent exercising? _____
- What time of day am I most alert? _____
- How long can I study in one sitting? _____
- What types of things distract me from following this schedule? _____
- What motivates me for staying on-task? _____

Defining Priorities

Stephen Covey describes "Big Rocks" as the most important things in your life. One way to find out what is most important is to list your current life roles. Write down your current life roles. Put the roles into three categories: Big Rocks (A), Pebbles (B) and Sand (C).

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Planning Ahead

What tools do you use to stay organized in school? _____

How does that help you to stay organized? _____

Avoiding Procrastination

It's easy to procrastinate. The following are steps that will help you get your school work done. Circle the steps that you already do, and put a star by the ones that you will work on this year.

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| (1) Break big projects into smaller, more manageable pieces. | (3) Remove distractions. |
| (2) Do the easy parts first – OR – Do the hardest parts first (figure out which is best for you). | (4) Use positive self-talk. |
| | (5) Accept what you can do. |
| | (6) Celebrate the small accomplishment. |