Professionalism & Soft Skills Development

# Assignment: time management

**Assignment Description:** Track your time over a week and determine what changes you need to make to achieve your professional goals.

**Assignment Environment:** The students should have access to the internet and worksheets included below.

### **exercise 1**

Read these helpful links

* <https://succeedfeed.com/stephen-covey-4-quadrants-to-be-productive>[/](https://succeedfeed.com/stephen-covey-4-quadrants-to-be-productive/)
* <https>[://www.makeuseof.com/use-coveys-quadrants-matrix-time-management/](https://www.makeuseof.com/use-coveys-quadrants-matrix-time-management/)

### **Exercise 2**

Complete the weekly time tracking exercise and submit your results and reflection on where your time is spent. Diligently catalog your time over a week - increments of 30 minutes (15 minutes is better). Stay on track, do not try to update your daily log once a day, continuously keep it updated.

* Identify your prime time
* Consider what needs to change
* Ensure you write down the activity/event along with the time spent

## What to Submit

Use the categories and tracking sheets below. Submit your Total time assessment along with a written assessment of what you learned from the experience. Do your priorities align with your goals? What areas of improvement will you make?

Time Management Quadrants

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| **Quadrant 1**  **Important/Urgent**    • Important activities done under the pressure of deadlines  *Ex: staying up to complete a paper due at 8am.*    Results: burn out, exhaustion, and always putting out fires.  *Role: The Firefighters* | **Quadrant 2**  **Important /Not Urgent**    • Meaningful activities done without pressure of deadlines  *Ex: working out or planning ahead.*      Results: clarity, control, discipline & balance.  *Role: The Fire Preventers* |
| **Quadrant 3**  **Not Important/Urgent**    • Activities or unexpected requests that must be addressed  *Ex: interruptions, phone calls, e-mails.*    Results: lack of focus, letting circumstances take control, feeling victimized.  *Role: The Rescuers* | **Quadrant 4**  **Not Important/Not Urgent**    • Time-wasting activities that are mindless and unfulfilling  *Ex: spending hours on social media or tv.*      Results: depleted energy, feeling unmotivated, unproductive and purposeless.  *Role: Just fired!* |

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| **IMPORTANT URGENT** | **IMPORTANT NOT URGENT** |
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| **NOT IMPORTANT URGENT** | **NOT IMPORTANT NOT URGENT** |
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DAY 1:

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| **IMPORTANT URGENT** | **IMPORTANT NOT URGENT** |
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| **NOT IMPORTANT URGENT** | **NOT IMPORTANT NOT URGENT** |
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DAY 2:

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| **NOT IMPORTANT URGENT** | **NOT IMPORTANT NOT URGENT** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Total \_\_\_\_\_\_\_\_\_\_ hours:minutes | \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Total \_\_\_\_\_\_\_\_\_\_ hours:minutes |

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DAY 4:

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| **NOT IMPORTANT URGENT** | **NOT IMPORTANT NOT URGENT** |
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DAY 5:

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| **IMPORTANT URGENT** | **IMPORTANT NOT URGENT** |
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| **NOT IMPORTANT URGENT** | **NOT IMPORTANT NOT URGENT** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Total \_\_\_\_\_\_\_\_\_\_ hours:minutes | \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Total \_\_\_\_\_\_\_\_\_\_ hours:minutes |

DAY 6:

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| **IMPORTANT URGENT** | **IMPORTANT NOT URGENT** |
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| **NOT IMPORTANT URGENT** | **NOT IMPORTANT NOT URGENT** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Total \_\_\_\_\_\_\_\_\_\_ hours:minutes | \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Total \_\_\_\_\_\_\_\_\_\_ hours:minutes |

DAY 7:

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|  | Quad 1 | Quad 2 | Quad 3 | Quad 4 |
| Day 1 |  |  |  |  |
| Day 2 |  |  |  |  |
| Day 3 |  |  |  |  |
| Day 4 |  |  |  |  |
| Day 5 |  |  |  |  |
| Day 6 |  |  |  |  |
| Day 7 |  |  |  |  |
| Total |  |  |  |  |

After 7 days of tracking where your time is going, sum up the week (hours and minutes) in the table below. Include major categories with your time. Each square should reflect total time for that day spent in that quadrant: