

Responsibility and Organizational Skills

ARE YOU AN EFFECTIVE TIME MANAGER?

Effective time management can be very beneficial and can help to balance your life but first the first step is knowing how you presently use your time. Once you know how your time is used, you can develop a plan to improve your time management. Using Microsoft Word, create a table like the one listed below in LANDSCAPE ORIENTATION.

Activity	Time	Code	Re-evaluate
Eating breakfast	15 minutes	A B C	1. 2. 3.
		A B C	1. 2. 3.
		A B C	1. 2. 3.

Instruction 1: In the **ACTIVITY**, type everything you did from the time you woke up to the time you went to bed yesterday. Be sure to add rows as needed to include all activities.

Instruction 2: Now that all of your tasks are listed, write the amount of time that it took to complete each of the activities in the **TIME** column.

Instruction 3: Using the codes below, prioritize each of your tasks or activities.

A—very important

B—important

C—not important

Instruction 4: Add up the amount of time you spent on each of the code areas:

Very Important: _____

Important: _____

Not Important activities: _____

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Instruction 5: In the RE-EVALUATE column, reflect on the amount of time you spent on each activity. Answer each of the following for each activity: Did I spend my time appropriately? Could I have managed my time more effectively? What will I need to do to use my time more effectively?

Instruction 6: Place your name in the header and **print your document for your portfolio.**

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