

Sophomore: Fall/October/Unit 2

Time Management

Objectives:

- Explore the concept of time management.
- Evaluate what you have learned.
- Contact Site Teachers and NAU Upward Bound office for help as needed.
- Assist in the development of the portfolio program.

To complete this unit successfully and receive your stipend, finish the following activities:

1. Complete all of the activities in this unit.
2. Obtain and complete a grade check for all of your classes. Place a copy of the grade check with the work/information required for this unit.
3. Fill out the evaluation sheet when you have completed the unit assignments
4. Fill out the Honorarium/Stipend Request form.
5. Complete this unit and be prepared to review it by _____.

Once you have completed this unit, you should meet with an Upward Bound staff member to go review it and receive the next unit.

Telephone: 1-800-628-4494
 E-mail: Roxanne.Begay@nau.edu
Diana.Betoney@nau.edu
Sarah.Kennedy@nau.edu

How much will I earn this month?	
C = \$40.00 complete	<ul style="list-style-type: none"> • Unit 100% complete • Unit turned in on time
P = \$20.00 partial	<ul style="list-style-type: none"> • Unit more than 50% complete • Unit turned in on time
0 = \$0.0 incomplete	<ul style="list-style-type: none"> • A unit turned in late is considered incomplete • A unit less than 50% complete is considered incomplete

What to do if you are absent on the day Portfolio's are to be reviewed by Upward Bound staff members?

Planned Absences (e.g., basketball games, track meets, etc.)	Unplanned Absences (e.g., sickness, flat tires, abduction by aliens, etc.)
<ul style="list-style-type: none"> ◆ Give your binder to your site teacher before you leave for the planned absence. ◆ If you give your binder to your site teacher before you leave, then the UB staff can review your work and you are still eligible for the full \$40.00 stipend. ◆ If you forget to leave your binder with your site teacher before you leave, then your work is late and you are no longer eligible for a stipend. 	<ul style="list-style-type: none"> ◆ Give your binder to your site teacher As Soon As You get back to school. ◆ If you give your binder to your site teacher As Soon As You return from an unplanned absence, then you are still eligible for the full \$40.00 stipend. ◆ If you forget to give your binder to your site teacher As Soon As You return, then your work is late and you are no longer eligible for a stipend.

You will need to keep the following Time Monitor / Time Plan sheets with you every minute you are awake for the next week. Take a few minutes every two or three hours to record what you've done, or you can enter a note each time you change activities. Completing an entire day's worth of activities at the end of the day will not work.

The Time Monitor/Time Plan Process

from: *Becoming a Master Student, ninth edition*
 – written by Dave Ellis

The purpose of this exercise is to transform time into a knowable and predictable resource. You can do this by repeating a two-phase cycle of monitor-plan, monitor-plan, monitor-plan.

This exercise takes place over two weeks. During the first week, you will monitor your activities to get a detailed picture of how you spend your time. Then you will plan the second week thoughtfully. At the end of each day, revisit your plan and see if you stuck to it.

During the first week, monitor your time in 15-minute intervals, 17 hours a day, recording how much time you spend sleeping, eating, studying, traveling to and from class, working, watching television, listening to music – everything.

If this sounds crazy, hang on for a minute. This is not about keeping track of the rest of your life in 15-minute intervals. After you complete this unit, use the monitor-plan cycle only as long as it is helpful to you. Most of us have little idea where our time really goes. This unit offers you an opportunity to find out how you spend your time and your life.

The point is to become conscious of how you can use time. When you know how your time is spent, you can find ways to adjust and manage it so that you spend your time doing the things that are most important to you. Monitoring your time is a critical first step toward putting you in control of your time.

Step 1: Monitor your time for one week

Look at the Time Monitor/Time Plan example on this page. Notice that each table has two columns, one labeled “plan” and another labeled “monitor.” **During the first week, use only the “MONITOR” column.**

To become familiar with the form, look at the example. When beginning an activity, write it next to the time you begin. Round off to the nearest 15 minutes. If, for example, you begin eating at 7:06, enter your start at 7:00. Over time, it will probably even out.

(The example includes only 12 hours. Your sheets, however, will contain all 17, and, yes, you'll have to monitor all 17 of them.)

Monday 09 / __ / 2008	
PLAN	MONITOR
	get up
7:00	7:00 shower
7:15	↓
7:30	breakfast
7:45	walk to school
8:00	8:00 1 st period
8:15	↓ math
8:30	↓
8:45	↓
9:00	9:00 2 nd period
9:15	↓ science
9:30	↓
9:45	↓
10:00	10:00 3 rd period
10:15	↓ English
10:30	↓
10:45	↓
11:00	11:00 lunch
11:15	↓
11:30	↓
11:45	↓
12:00	12:00 4 th period
12:15	↓ P.E.
12:30	↓
12:45	↓
1:00	1:00 5 th period
1:15	↓ yearbook
1:30	↓
1:45	↓
2:00	2:00 6 th period
2:15	↓ history
2:30	↓
2:45	↓
3:00	3:00 track practice
3:15	↓
3:30	↓
3:45	↓
4:00	4:00 ↓
4:15	home
4:30	study
4:45	↓
5:00	5:00 ↓
5:15	dinner
5:30	↓
5:45	↓
6:00	6:00 dishes
6:15	talk on the phone
6:30	↓
6:45	↓
7:00	7:00 study

You will need to keep the following Time Monitor / Time Plan sheets with you every minute you are awake for the next week. Take a few minutes every two or three hours to record what you've done, or you can enter a note each time you change activities. Completing an entire day's worth of activities at the end of the day will not work.

Monday ____ / ____ / 2008	
PLAN	MONITOR
5:00 a.m.	5:00 a.m.
5:15	
5:30	
5:45	
6:00 a.m.	6:00 a.m.
6:15	
6:30	
6:45	
7:00 a.m.	7:00 a.m.
7:15	
7:30	
7:45	
8:00 a.m.	8:00 a.m.
8:15	
8:30	
8:45	
9:00 a.m.	9:00 a.m.
9:15	
9:30	
9:45	
10:00 a.m.	10:00 a.m.
10:15	
10:30	
10:45	
11:00 a.m.	11:00 a.m.
11:15	
11:30	
11:45	
12:00 p.m.	12:00 p.m.
12:15	
12:30	
12:45	
1:00 p.m.	1:00 p.m.
1:15	
1:30	
1:45	
2:00 p.m.	2:00 p.m.
2:15	
2:30	
2:45	
3:00 p.m.	3:00 p.m.
3:15	
3:30	
3:45	
4:00 p.m.	4:00 p.m.
4:15	
4:30	
4:45	

Monday Continued	
PLAN	MONITOR
5:00 p.m.	5:00 p.m.
5:15	
5:30	
5:45	
6:00 p.m.	6:00 p.m.
6:15	
6:30	
6:45	
7:00 p.m.	7:00 p.m.
7:15	
7:30	
7:45	
8:00 p.m.	8:00 p.m.
8:15	
8:30	
8:45	
9:00 p.m.	9:00 p.m.
9:15	
9:30	
9:45	
10:00 p.m.	10:00 p.m.

You will need to keep the following Time Monitor / Time Plan sheets with you every minute you are awake for the next week. Take a few minutes every two or three hours to record what you've done, or you can enter a note each time you change activities. Completing an entire day's worth of activities at the end of the day will not work.

Tuesday ___ / ___ / 2008	
PLAN	MONITOR
5:00 a.m.	5:00 a.m.
5:15	
5:30	
5:45	
6:00 a.m.	6:00 a.m.
6:15	
6:30	
6:45	
7:00 a.m.	7:00 a.m.
7:15	
7:30	
7:45	
8:00 a.m.	8:00 a.m.
8:15	
8:30	
8:45	
9:00 a.m.	9:00 a.m.
9:15	
9:30	
9:45	
10:00 a.m.	10:00 a.m.
10:15	
10:30	
10:45	
11:00 a.m.	11:00 a.m.
11:15	
11:30	
11:45	
12:00 p.m.	12:00 p.m.
12:15	
12:30	
12:45	
1:00 p.m.	1:00 p.m.
1:15	
1:30	
1:45	
2:00 p.m.	2:00 p.m.
2:15	
2:30	
2:45	
3:00 p.m.	3:00 p.m.
3:15	
3:30	
3:45	
4:00 p.m.	4:00 p.m.
4:15	
4:30	
4:45	

Tuesday Continued	
PLAN	MONITOR
5:00 p.m.	5:00 p.m.
5:15	
5:30	
5:45	
6:00 p.m.	6:00 p.m.
6:15	
6:30	
6:45	
7:00 p.m.	7:00 p.m.
7:15	
7:30	
7:45	
8:00 p.m.	8:00 p.m.
8:15	
8:30	
8:45	
9:00 p.m.	9:00 p.m.
9:15	
9:30	
9:45	
10:00 p.m.	10:00 p.m.

You will need to keep the following Time Monitor / Time Plan sheets with you every minute you are awake for the next week. Take a few minutes every two or three hours to record what you've done, or you can enter a note each time you change activities. Completing an entire day's worth of activities at the end of the day will not work.

Wednesday ____ / ____ / 2008	
PLAN	MONITOR
5:00 a.m.	5:00 a.m.
5:15	
5:30	
5:45	
6:00 a.m.	6:00 a.m.
6:15	
6:30	
6:45	
7:00 a.m.	7:00 a.m.
7:15	
7:30	
7:45	
8:00 a.m.	8:00 a.m.
8:15	
8:30	
8:45	
9:00 a.m.	9:00 a.m.
9:15	
9:30	
9:45	
10:00 a.m.	10:00 a.m.
10:15	
10:30	
10:45	
11:00 a.m.	11:00 a.m.
11:15	
11:30	
11:45	
12:00 p.m.	12:00 p.m.
12:15	
12:30	
12:45	
1:00 p.m.	1:00 p.m.
1:15	
1:30	
1:45	
2:00 p.m.	2:00 p.m.
2:15	
2:30	
2:45	
3:00 p.m.	3:00 p.m.
3:15	
3:30	
3:45	
4:00 p.m.	4:00 p.m.
4:15	
4:30	
4:45	

Wednesday Continued	
PLAN	MONITOR
5:00 p.m.	5:00 p.m.
5:15	
5:30	
5:45	
6:00 p.m.	6:00 p.m.
6:15	
6:30	
6:45	
7:00 p.m.	7:00 p.m.
7:15	
7:30	
7:45	
8:00 p.m.	8:00 p.m.
8:15	
8:30	
8:45	
9:00 p.m.	9:00 p.m.
9:15	
9:30	
9:45	
10:00 p.m.	10:00 p.m.

You will need to keep the following Time Monitor / Time Plan sheets with you every minute you are awake for the next week. Take a few minutes every two or three hours to record what you've done, or you can enter a note each time you change activities. Completing an entire day's worth of activities at the end of the day will not work.

Thursday ____ / ____ / 2008	
PLAN	MONITOR
5:00 a.m.	5:00 a.m.
5:15	
5:30	
5:45	
6:00 a.m.	6:00 a.m.
6:15	
6:30	
6:45	
7:00 a.m.	7:00 a.m.
7:15	
7:30	
7:45	
8:00 a.m.	8:00 a.m.
8:15	
8:30	
8:45	
9:00 a.m.	9:00 a.m.
9:15	
9:30	
9:45	
10:00 a.m.	10:00 a.m.
10:15	
10:30	
10:45	
11:00 a.m.	11:00 a.m.
11:15	
11:30	
11:45	
12:00 p.m.	12:00 p.m.
12:15	
12:30	
12:45	
1:00 p.m.	1:00 p.m.
1:15	
1:30	
1:45	
2:00 p.m.	2:00 p.m.
2:15	
2:30	
2:45	
3:00 p.m.	3:00 p.m.
3:15	
3:30	
3:45	
4:00 p.m.	4:00 p.m.
4:15	
4:30	
4:45	

Thursday Continued	
PLAN	MONITOR
5:00 p.m.	5:00 p.m.
5:15	
5:30	
5:45	
6:00 p.m.	6:00 p.m.
6:15	
6:30	
6:45	
7:00 p.m.	7:00 p.m.
7:15	
7:30	
7:45	
8:00 p.m.	8:00 p.m.
8:15	
8:30	
8:45	
9:00 p.m.	9:00 p.m.
9:15	
9:30	
9:45	
10:00 p.m.	10:00 p.m.

You will need to keep the following Time Monitor / Time Plan sheets with you every minute you are awake for the next week. Take a few minutes every two or three hours to record what you've done, or you can enter a note each time you change activities. Completing an entire day's worth of activities at the end of the day will not work.

Friday ____ / ____ / 2008	
PLAN	MONITOR
5:00 a.m.	5:00 a.m.
5:15	
5:30	
5:45	
6:00 a.m.	6:00 a.m.
6:15	
6:30	
6:45	
7:00 a.m.	7:00 a.m.
7:15	
7:30	
7:45	
8:00 a.m.	8:00 a.m.
8:15	
8:30	
8:45	
9:00 a.m.	9:00 a.m.
9:15	
9:30	
9:45	
10:00 a.m.	10:00 a.m.
10:15	
10:30	
10:45	
11:00 a.m.	11:00 a.m.
11:15	
11:30	
11:45	
12:00 p.m.	12:00 p.m.
12:15	
12:30	
12:45	
1:00 p.m.	1:00 p.m.
1:15	
1:30	
1:45	
2:00 p.m.	2:00 p.m.
2:15	
2:30	
2:45	
3:00 p.m.	3:00 p.m.
3:15	
3:30	
3:45	
4:00 p.m.	4:00 p.m.
4:15	
4:30	
4:45	

Friday Continued	
PLAN	MONITOR
5:00 p.m.	5:00 p.m.
5:15	
5:30	
5:45	
6:00 p.m.	6:00 p.m.
6:15	
6:30	
6:45	
7:00 p.m.	7:00 p.m.
7:15	
7:30	
7:45	
8:00 p.m.	8:00 p.m.
8:15	
8:30	
8:45	
9:00 p.m.	9:00 p.m.
9:15	
9:30	
9:45	
10:00 p.m.	10:00 p.m.

You will need to keep the following Time Monitor / Time Plan sheets with you every minute you are awake for the next week. Take a few minutes every two or three hours to record what you've done, or you can enter a note each time you change activities. Completing an entire day's worth of activities at the end of the day will not work.

Saturday ____ / ____ / 2008	
PLAN	MONITOR
5:00 a.m.	5:00 a.m.
5:15	
5:30	
5:45	
6:00 a.m.	6:00 a.m.
6:15	
6:30	
6:45	
7:00 a.m.	7:00 a.m.
7:15	
7:30	
7:45	
8:00 a.m.	8:00 a.m.
8:15	
8:30	
8:45	
9:00 a.m.	9:00 a.m.
9:15	
9:30	
9:45	
10:00 a.m.	10:00 a.m.
10:15	
10:30	
10:45	
11:00 a.m.	11:00 a.m.
11:15	
11:30	
11:45	
12:00 p.m.	12:00 p.m.
12:15	
12:30	
12:45	
1:00 p.m.	1:00 p.m.
1:15	
1:30	
1:45	
2:00 p.m.	2:00 p.m.
2:15	
2:30	
2:45	
3:00 p.m.	3:00 p.m.
3:15	
3:30	
3:45	
4:00 p.m.	4:00 p.m.
4:15	
4:30	
4:45	

Saturday Continued	
PLAN	MONITOR
5:00 p.m.	5:00 p.m.
5:15	
5:30	
5:45	
6:00 p.m.	6:00 p.m.
6:15	
6:30	
6:45	
7:00 p.m.	7:00 p.m.
7:15	
7:30	
7:45	
8:00 p.m.	8:00 p.m.
8:15	
8:30	
8:45	
9:00 p.m.	9:00 p.m.
9:15	
9:30	
9:45	
10:00 p.m.	10:00 p.m.

You will need to keep the following Time Monitor / Time Plan sheets with you every minute you are awake for the next week. Take a few minutes every two or three hours to record what you've done, or you can enter a note each time you change activities. Completing an entire day's worth of activities at the end of the day will not work.

Sunday ____ / ____ / 2008	
PLAN	MONITOR
5:00 a.m.	5:00 a.m.
5:15	
5:30	
5:45	
6:00 a.m.	6:00 a.m.
6:15	
6:30	
6:45	
7:00 a.m.	7:00 a.m.
7:15	
7:30	
7:45	
8:00 a.m.	8:00 a.m.
8:15	
8:30	
8:45	
9:00 a.m.	9:00 a.m.
9:15	
9:30	
9:45	
10:00 a.m.	10:00 a.m.
10:15	
10:30	
10:45	
11:00 a.m.	11:00 a.m.
11:15	
11:30	
11:45	
12:00 p.m.	12:00 p.m.
12:15	
12:30	
12:45	
1:00 p.m.	1:00 p.m.
1:15	
1:30	
1:45	
2:00 p.m.	2:00 p.m.
2:15	
2:30	
2:45	
3:00 p.m.	3:00 p.m.
3:15	
3:30	
3:45	
4:00 p.m.	4:00 p.m.
4:15	
4:30	
4:45	

Sunday Continued	
PLAN	MONITOR
5:00 p.m.	5:00 p.m.
5:15	
5:30	
5:45	
6:00 p.m.	6:00 p.m.
6:15	
6:30	
6:45	
7:00 p.m.	7:00 p.m.
7:15	
7:30	
7:45	
8:00 p.m.	8:00 p.m.
8:15	
8:30	
8:45	
9:00 p.m.	9:00 p.m.
9:15	
9:30	
9:45	
10:00 p.m.	10:00 p.m.