

# Organizing your time well

## In Real Life

In order to get everything done—  
and have some fun—  
you need to make decisions  
about how to use your time.

Another day has ended. You've been running around since morning, and you're exhausted. Even so, you haven't started your social studies report. You never got around to calling your grandfather. Worst of all, you were so busy that you missed your favorite TV show. Where did the time go? You can have fewer days like this if you do a bit of planning.

### Matt's decision

Matt thought his life would be easier after he graduated from high school. How wrong he was! Now that he works full-time at the design studio, he often feels like he's running in circles. He ends up doing his household chores till 2 or 3 in the morning. Then he's up at 7 a.m. to get ready for work. Even so, he never seems to get everything done. Not only that, he never has any fun. His girlfriend Annie thinks he should drop out of the graphic arts course he's taking at the community college. But he won't give it up for anything. He wants to become an illustrator, and the course will help him reach that goal.

Matt decides the only answer is to find a better way to organize his time. In order to find out what's happening to his time now, he starts using a notebook to jot down what he is doing at various points during the day.

Matt's notes show he spends a lot of time just hanging out and watching TV—idly flipping channels, not watching things he cares about. He finds out that he also spends chunks of time doing nothing or deciding what not to do. "Only a half hour till dinner," he would think, "there's no point in starting my course assignment now."

Matt can follow a few simple steps to make a good decision about using his time wisely. The steps involve answering these questions:

1. What are the things I want or need to do?
2. How much time do I need to do each thing?
3. What time of day will I use to do each thing?
4. Do I have enough time to do the things I want or need to do?



# Following the steps

Let's see how the steps work for Matt.

**1.** What are the things I want or need to do?

Matt decided to make a list of all the things he wants or needs to do the next day.

**2.** How much time do I need to do each thing?

After he made the list, he went over it to figure out how much time each thing would take. When he was done, his list looked like the one on the right.

**3.** What time of day will I use to do each thing?

Now all Matt has to do is find the time for each item on his list. Below is a schedule for Matt's day. It already shows the things he has no choice about.

**4.** Do I have enough time to do the things I want or need to do?

Help Matt plan how to get everything done by adding the items on his list to the schedule.

- Clean kitchen and bathroom (1/2 hour)
- Finish course project (1 hour)
- Shoot baskets with friends (1/2 hour or more)
- Cook and eat dinner with Annie (1 hour)
- Nightmare Theater on TV (9 to 10 p.m.)

7 a.m.-8 a.m.	BREAKFAST
8 a.m.-9 a.m.	TRIP TO WORK (1/2 hour)
9 a.m.-10 a.m.	WORK
10 a.m.-11 a.m.	WORK
11 a.m.-12 p.m.	WORK
12 p.m.-1 p.m.	LUNCH
1 p.m.-2 p.m.	WORK
2 p.m.-3 p.m.	WORK
3 p.m.-4 p.m.	WORK
4 p.m.-5 p.m.	WORK
5 p.m.-6 p.m.	TRIP HOME (1/2 hour)
6 p.m.-7 p.m.	
7 p.m.-8 p.m.	TRIP TO COMMUNITY COLLEGE & GRAPHIC ARTS COURSE
8 p.m.-9 p.m.	GRAPHIC ARTS COURSE & TRIP HOME
9 p.m.-10 p.m.	
10 p.m.-11 p.m.	
11 p.m.-12 a.m.	

**Matt finds out that with good planning he will still have time left over to relax and have some fun.**

# Your decision

Find out if the steps that work for Matt work for you.

## 1. What are the things I want or need to do?

In the space to the right, make a "To Do" list of all the things you should do tomorrow. Then add to it all the things you would like to do.

- Decide what items *must* be done tomorrow. Put an *A* next to each.
- Decide which things are important but not urgent. Put a *B* next to each.
- Put a *C* next to each thing that could be done some other time.

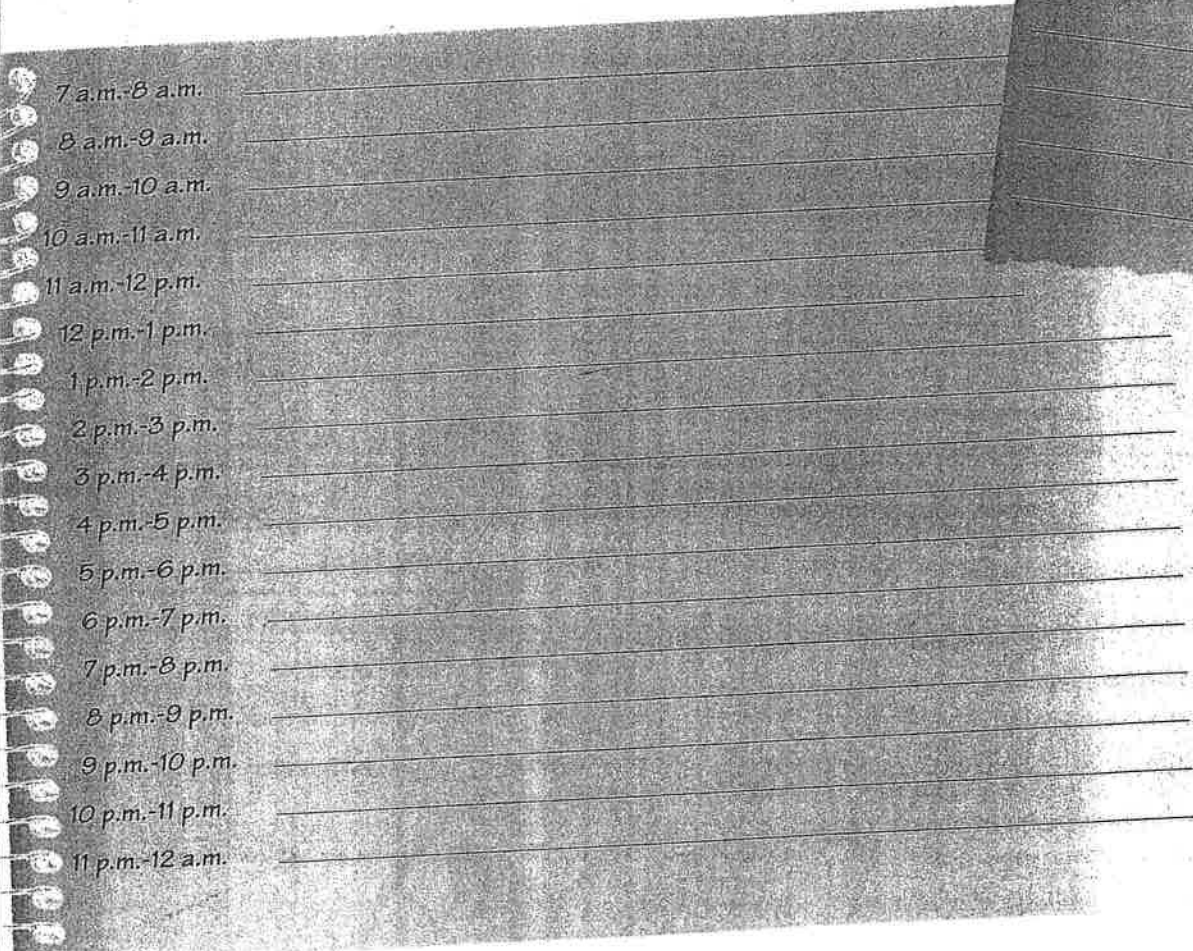
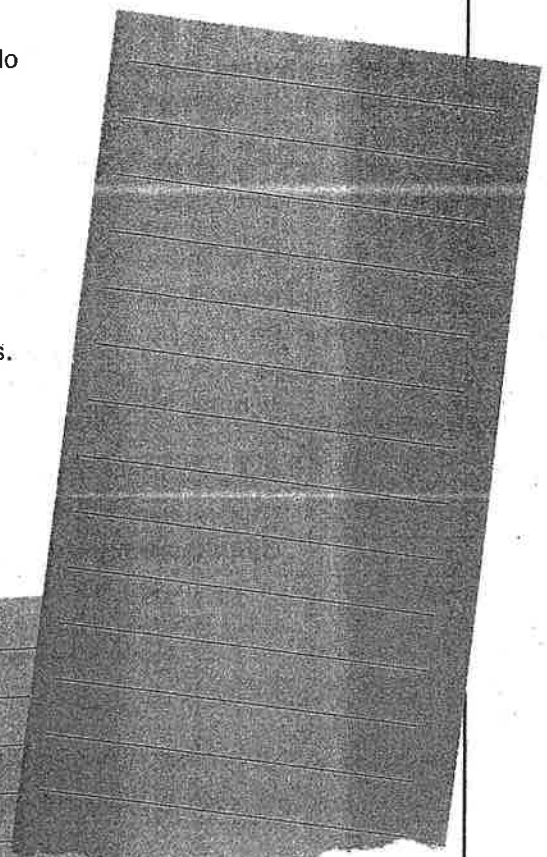
## 2. How much time do I need to do each thing?

Decide how long each item on your list will take. Write in the amount of time. Also make notes about things that can only be done at certain times.

## 3. What time of day will I use to do each thing?

Fill in the blank schedule below. First, block off the time that is already committed, such as when you're in school or at work. Then add the items from your list — *A* first, then *B*, and finally *C* (if you have any time left).

Remember to leave time for the unexpected and for relaxing.



7 a.m.-8 a.m.	
8 a.m.-9 a.m.	
9 a.m.-10 a.m.	
10 a.m.-11 a.m.	
11 a.m.-12 p.m.	
12 p.m.-1 p.m.	
1 p.m.-2 p.m.	
2 p.m.-3 p.m.	
3 p.m.-4 p.m.	
4 p.m.-5 p.m.	
5 p.m.-6 p.m.	
6 p.m.-7 p.m.	
7 p.m.-8 p.m.	
8 p.m.-9 p.m.	
9 p.m.-10 p.m.	
10 p.m.-11 p.m.	
11 p.m.-12 a.m.	

## 4. Do I have enough time to do the things I want or need to do?

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