**Worksheet 6**

Name：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class：\_\_\_\_\_( ) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TIME MANAGEMENT**

*How do you know if you made good use of your time?* 

**Activity One**

*Record all the things you will do in the coming five days.*

**My 5-day Journal**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date****Time** | Day 1\_\_\_\_\_\_\_ | Day 2\_\_\_\_\_\_\_ | Day 3\_\_\_\_\_\_\_ | Day 4\_\_\_\_\_\_\_ | Day 5\_\_\_\_\_\_\_ |
| 0:00-1:00 |  |  |  |  |  |
| 1:00-2:00 |  |  |  |  |  |
| 2:00-3:00 |  |  |  |  |  |
| 3:00-4:00 |  |  |  |  |  |
| 4:00-5:00 |  |  |  |  |  |
| 5:00-6:00 |  |  |  |  |  |
| 6:00-7:00 |  |  |  |  |  |
| 7:00-8:00 |  |  |  |  |  |
| 8:00-9:00 |  |  |  |  |  |
| 9:00-10:00 |  |  |  |  |  |
| 10:00-11:00 |  |  |  |  |  |
| 11:00-12:00 |  |  |  |  |  |
| 12:00-13:00 |  |  |  |  |  |
| 13:00-14:00 |  |  |  |  |  |
| 14:00-15:00 |  |  |  |  |  |
| 15:00-16:00 |  |  |  |  |  |
| 16:00-17:00 |  |  |  |  |  |
| 17:00-18:00 |  |  |  |  |  |
| 18:00-19:00 |  |  |  |  |  |
| 19:00-20:00 |  |  |  |  |  |
| 20:00-21:00 |  |  |  |  |  |
| 21:00-22:00 |  |  |  |  |  |
| 22:00-23:00 |  |  |  |  |  |
| 23:00-0:00 |  |  |  |  |  |

**Activity Two**

*Five days later, read your 5-day journal and find out five things that you have spent most of your time doing (together with the rough percentage of the overall time you have used for these five days, 120 hours in total).*

|  |  |
| --- | --- |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( %)
 | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( %)
 |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( %)
 | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( %)
 |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( %)
 |  |

**Activity Three**

*Categorise all the things that you have done in the past five days into the following table* ***(Activity One)*** *and circle the top five things you have spent most of your time doing* ***(Activity Two)****.*

**THE TIME QUADRANTS**

|  |  |  |
| --- | --- | --- |
|  | **URGENT** | **NOT URGENT** |
| **IMPORTANT** | Procrastinator | Prioritizer |
| **NOT IMPORTANT** | Yes-Man | Slacker |

(SOURCE: *SEVEN HABITS FOR HIGHLY EFFECTIVE TEENS*)

**Activity Four – Self-Reflection**

1. Which quadrant occupies
2. the most of your time?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. the least of your time?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How do you rate the following statement on yourself?

“I have made good use of my time”

|  |
| --- |
| Totally disagree Totally agree |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Explain with reasons.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. If you want to make good use of time, which quadrant(s) should be
2. enlarged? How?

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1. minimised? How?

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1. How will you apply the concept of time management to your studies?

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