



Wellness Coaching

*TIME MANAGEMENT
PROFILE*



Recreation & Wellness

Use the tools in this packet to begin taking charge of how you spend your time. Whether you are always feeling as if there is too much to do, struggling knowing where to begin, or want to spend more time on things that matter most to you, this packet can help you start the process. If you get stuck, or would like more help navigating time management, use the link below to set up an appointment with a Wellness Coach at Purdue RecWell.

Click here to make an appointment!
insert QR code here

You do not have to complete all the pages in this packet. Browse the contents below and find what you will most help you. Come back later to complete other sections as needed.

CONTENTS

Decision Matrix	2
Energy Curve	3
Values and Priorities	4
Social Media Tracker	5
Planners and Time Tables	6

Eisenhower Decision Matrix

The below Eisenhower Decision Matrix divides up tasks according to how urgent and important they are. This tool can be most helpful when you have a lot of things to do and are not sure where to begin. By sorting your tasks into the four quadrants, you can get a good idea of which tasks demand your time sooner rather than later. Use the labels in the example matrix to get an understanding where certain tasks should fall. Then use the empty matrix to sort your own tasks.

- Importance: How significant a task, person or thing is to you and your goals.
- Urgency: Speaks to the if a task demands swift action or not.

	high urgency	low urgency
high importance	<p>Do Now</p> <ul style="list-style-type: none"> • Crisis • Deadlines • Emergencies 	<p>Schedule</p> <ul style="list-style-type: none"> • Planning • Exercise • Social Events
low importance	<p>Delegate</p> <ul style="list-style-type: none"> • Interruptions • Busy Work • Errands 	<p>Delete</p> <ul style="list-style-type: none"> • Distractions • Time wasters

	high urgency	low urgency
high importance		
low importance		

Energy Curve

Have you ever found yourself wasting time trying to do something because you were too tired to do it? Maybe you had to re-read the same page over and over before you understood the concepts. Maybe you kept making mistakes solving a problem even though you should have understood exactly what to do. Trying to do tasks when we do not have the right amount of physical and/or mental energy can ruin time management. A task you planned to take thirty minutes to complete has suddenly taken up an hour of your time. Use the below graph to chart when you feel the most and least energetic throughout the day.



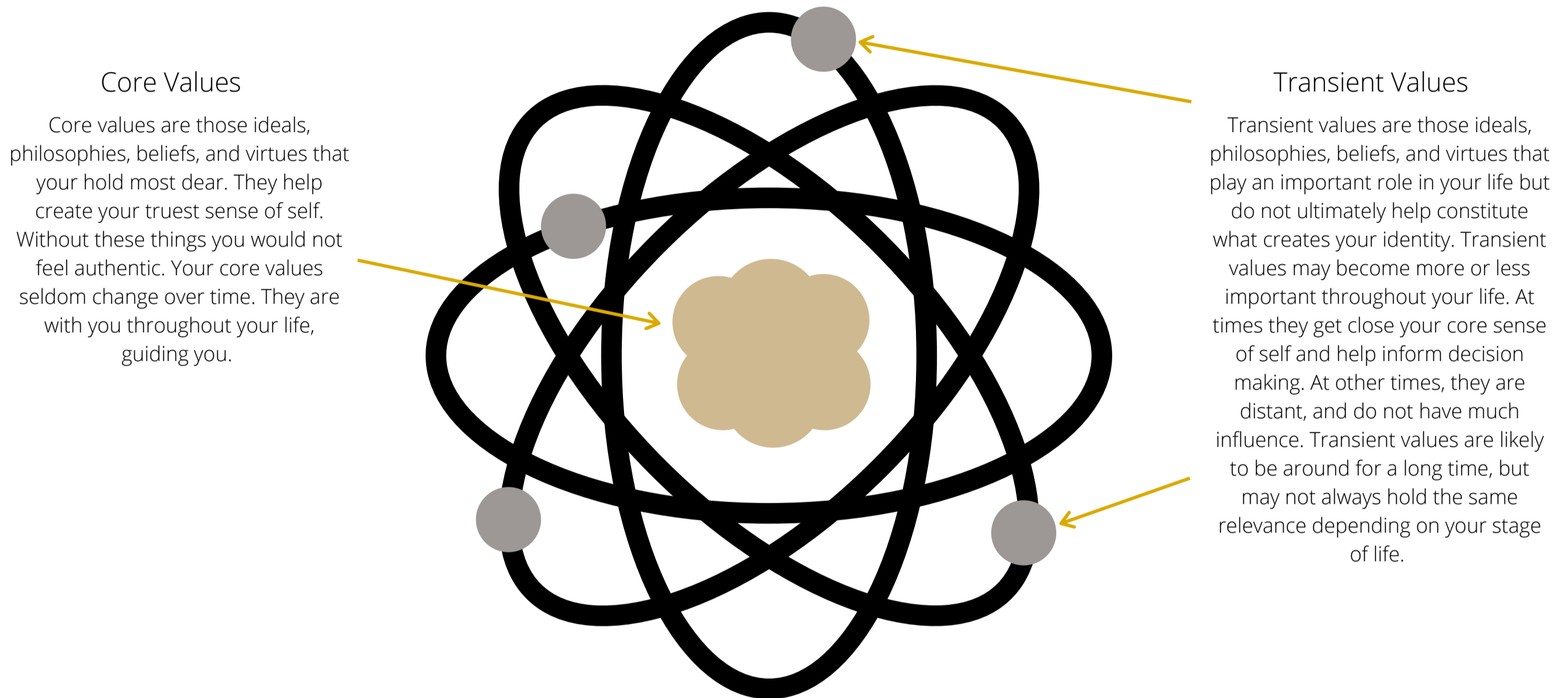
How well does your schedule align with your energy levels?

What benefits would come from alligning your schedule to your energy levels?

What things could you do when you are low on energy? What things could you do when you are energetic?

Values & Priorities

Ever notice that you always find time for the things that are important to you, even if you don't have any extra time to spare? Like when you get sick, you have to take time off to get well, but you still manage to get all your work done. We always find time for the things we care about and the things that are important. This also means that we can start to feel burnt out and disoriented when we don't spend time on the things we care about. Good time management is not so much about effective use of planners and calendars (although they certainly help!) Good time management is really good self-management. Do you know yourself well enough to know what things deserve your time and attention? Do you give yourself the permission to say "no" to things that don't add meaning and purpose to your life? Use the space below to really reflect on what you want to spend your time on, then build your schedule around that!



What core values do you have? Try to list at least five.

What transient values do you have? Try to list at least five.

On a scale of 1-10 with ten being "a significant amount of time," how much time do you spend on activities that cultivate or nourish your core values? Would you change anything about your current time management to create more chances to engage with your core values?

1 2 3 4 5 6 7 8 9 10

Screen Time Tracker

If you pull up your screen time stats on your phone, you may be shocked at just how much time you spend on your phone per day. Phone usage isn't bad until it starts to impede on other important things in life like good time management. If you want to keep track of how much time you spend on your phone, you can use the below tracker to log your screen time for four weeks.

	Week 1	Week 2	Week 3	Week 4
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

How to access your screen usage:

- iPhone users - settings>screen time
- Android users - settings>battery>battery usage

If you want to lessen the amount of screen time you have, consider trying the following:

1. Set app timers on your phone by using either your phone's settings or an app.
2. Get rid of on-screen notification bubbles.
3. Set your screen to go into gray scale in the evening.
4. Keep your phone on do not disturb, including deactivating vibrate.

Planners & Timetables

Once you know what tasks are top priority, what values you want to spend time on, and things you want to cut out of your schedule, organizing your time can be helpful. Scan or click the links below to download helpful tools for time management.

Project Timeline

This timeline uses easy to understand visuals to let you know exactly where you are on any project's timeline. Create, build, and adjust your timeline with ease and keep everything organized as you conquer even the most complex projects! Click here or scan below to download your copy!

Assignment Tracker

Easily organize assignments by class and plan out how much time each one will take. Stay organized by ascribing how much time is needed to complete each assignment and remind yourself of due dates. Click here or scan below to download your copy!

To-Do List

Love seeing things checked off and crossed off when they are complete? Use this tool to keep track of how many tasks are completed, when things need to be done by, and get the satisfaction of checking things off! Click here or scan below to download your copy!

Weekly Schedule

A simple starting point to help get your week thought out. Use this sheet to gather your thoughts, reflect, and begin planning your tasks.