

STEPS TO LEAPS WELL-BEING

Time Management Personal Profile Packet

Part 1: Expectations

Instructions: Awareness of our expectations around time management can help increase our effectiveness. In the space below, write out some positive and negative expectations for each category.

When thinking about healthy time management, are there any expectations you can cut out that do not align with your own sense of self? Are you spending time on certain expectations that do not contribute to personal meaning and satisfaction?

1. Self-imposed expectations: expectations we place on ourselves.

2. Other imposed self-expectations (E.g., expectations from people who are close to you or who carry significant weight in your life. E.g., Friends, family, teachers, etc.

3. Socially imposed expectations: expectations from any ideas society holds about how we should operate, think or behave.

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Part 2: Time Management Profile

Instructions: In the blanks below, write in the number of hours you think you spend doing each activity in a typical day. Do not worry about being completely accurate but write down your best guess as to the number of hours spent on each activity. If you spend no time on a listed activity, simply write in “0” hours.

Activity	Hours
Sleeping	
Studying (Reading notes, flashcards, study sessions, tutoring, etc. Does not include class time.)	
Class/Assignments (Class time, walking/driving to class, writing papers, completing assignments, etc.)	
Internet (Facebook, YouTube, Instagram, X, Email, Skype, games, browsing, etc.)	
TV (Cable, Netflix, movies, can also include video games)	
Eating (Time spent cooking, cleaning up after cooking, taking time to drive to get fast food, etc.)	
Friends (Going out, movies, parties, etc.)	
Personal care (Make-up, cleanliness, working out, doctor visits, etc.)	
Working (If you volunteer regularly, you may use this space to record that time as well.)	
College organizations (Time spent in attendance, leadership roles, can include intramurals and other sports.)	

Once you have recorded the time spent on each activity, add all the times together and write the total time in the space below. This should give you the total time needed to complete all the things you do in one day (24 hours). If you have a number greater than 24, you may be attempting to do more activities than you have time for within a given day. If this is your current situation, you may need to consider your top priorities and evaluate how to spend your time better. However, do not get too worried. We often do these activities concurrently. We watch TV as we eat. So, you may have more time than your profile tells, however, it is still good to review you time usage and determine if it is helpful.

TOTAL TIME: _____/24

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Part 3: Priorities and Values

1. List five values that have importance in your life. These are usually intangible, internal ideas or concepts. These could be things such as: friendship, humor, honesty, family, spirituality, etc.

Value 1	
Value 2	
Value 3	
Value 4	
Value 5	

2. List five priorities in your life right now. While these may change over time, what do you consider most important right now? These may include things such as: sports, skills, class, work, etc.

Priority 1	
Priority 2	
Priority 3	
Priority 4	
Priority 5	

Spend some time reflecting on these two lists. How much time in your day or week do you spend cultivating these values and priorities? If we are not careful, we may spend too much time on things that do not contribute to our sense of meaning and purpose.

Scheduling time for priorities and values is an important part of time management.

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Part 4: Eisenhower Decision Matrix

Instructions: Urgent matters are those that are time sensitive. They have strict deadlines, or you have a narrow window of time to complete or participate in the activity.

Important matters are those that help you reach a goal, involve people or values you care about, or are asked of you by people of importance.

If you have many tasks to complete, categorizing them according to the Eisenhower Decision Matrix can help you know which tasks to begin now, and which can wait until later.

