

Appendix A

Worksheet: How Do I Use My Time?

Part I. Evaluate the last 24 hours and calculate how many minutes you spent on each of the following activities. You may add other activities as needed.

_____ minutes sleeping	_____ minutes communicating with friends (chat, text, Facebook, phone, in person, etc.)
_____ minutes with my family	_____ minutes on Venturing activities
_____ minutes watching TV	_____ minutes playing or practicing sports
_____ minutes reading	
_____ minutes eating	

Part II. Now let's examine how you spend your time on schoolwork. Read each statement below. If your response to a statement is *always*, give yourself a 3. If your answer is *sometimes*, give yourself a 2. If your answer is *rarely*, give yourself a 1.

1. I have a dedicated time for studying each day. _____
2. I keep track of my assignments and regularly check for progress. _____
3. I prepare any materials I may need before I begin to study. _____
4. I avoid distractions when studying. _____
5. I undertake assignments in large segments to avoid last-minute work. _____

Part III. Reflect on how you answered the questions above and fill out this chart by listing tasks and assignments that fit each of the three categories.

Tasks that I need to do sometimes, but not every day
Tasks that I need to do on a daily basis
Important tasks that require a significant amount of time

Notes

Appendix B

Using a Log to Determine How You Spend Your Time

Create and maintain a daily log of how you spend your time. You may be surprised at how much time you spend on various tasks or how much time is spent with phone calls and interruptions. The time log can provide you with a starting point to determine focus areas for improvement.

How long you maintain the log will depend on the nature of your work. For most people, keeping the log daily for one week will suffice; for others, it may require a month or two. Divide your day into segments of 15–30 minutes (perhaps even shorter segments, if appropriate for your schedule).

Record exactly how you spend your time—be specific. Log your time as you go, not at the end of the day. You may not need to stop and record every 15 minutes. Just do it each time your attention shifts from one task to another.

Try not to change your habits during this time, even if you see obvious areas where you could gain better control. Use the same approach you would take to starting a food journal if you were on a diet. The object is to get a realistic picture of your typical schedule.

After completing the time log, assess your tasks and separate them into categories according to the nature of each. For example, you may use categories such as homework, meetings, social media, phone calls and texts, school, planning, exercising, sleeping, working, extracurricular activities, sports, etc. Calculate the percentage of time spent on each category. This will provide you with a better picture of how you spend your time.

Look for patterns in your assessment:

- Do you spend too much time on routine tasks?
- Could you devise ways to simplify or streamline time-consuming jobs?
- What times during the day are busiest for you?
- Where could you reorganize your schedule to work more consistently?
- When are you most and least productive?
- Are there any jobs that you should delegate to others?
- Do you work on tasks that don't even need to be done?
- What are the consequences if you don't do a particular task?
- How could you effectively use your "down time"?
- How often are you able to just sit and think?

Appendix C

Worksheet: Lighten Your Backpack

You have been a member of your Venturing crew for almost a year. You are the activity chair for a camping trip scheduled four weeks from now. This is a popular crew adventure that is held at a state park 40 miles away, and reservations are on a first-come, first-serve basis, so plans must be finalized well in advance. Meanwhile, you still have all your usual responsibilities each day—schoolwork, errands, household chores, etc.

Scan through the items on this list and, using the Paired Comparison Analysis method, assign a priority score number to each one.

- _____ Crew officer meeting, 1st Tuesday
- _____ Crew meetings, 2nd and 3rd Tuesdays
- _____ Meal planning for crew campout
- _____ Reserve horses and mountain bikes at state park
- _____ History paper due this Friday
- _____ Outline for English paper due a week from Monday
- _____ Schedule a haircut
- _____ Mow the lawn

Appendix D

Day Planner

One of the most traditional planning tools is the diary, or planner. There are several types of planners to choose from, so find one that suits your purpose. You may want to see one day at a time or the entire week at a glance. You may opt for a standard diary to simply record events and appointments or a personal organizer with a diary, address book, task list, and notebook. You may prefer to use an electronic planner that stores details in digital form.

Remember: Whichever form you use, you must use it consistently.

Here are a few tips for making your planning tool work for you:

- Take time to record appointments and events in your planner as they are made. Don't jot them down on another piece of paper to transfer to your planner at a later time.
- Include preparatory time in your planner if the activity will require travel or other types of advance work. Likewise, include follow-up time after the activity.
- Use color to denote different types of tasks or important tasks.
- Allow unscheduled time for unexpected situations that may arise.
- Determine which planner format suits you best (e.g., weekly or daily calendar with one or two pages per day; size; type of fastener, etc.).
- Always carry your planner with you. If this isn't possible, carry at least the calendar page and task list for that day.
- Keep your goals, projects, and other important lists in your planner.
- Regularly sync your electronic planner or refill your paper planner.
- Only schedule about 70 percent of your day. Remember to make an appointment with yourself—to exercise, take a break, or just sit and think.