

# Exploring Leadership

## PLANNING & ORGANIZATION: TIME MANAGEMENT

Time is one of our most valuable resources. We should therefore think carefully about the areas of our life we choose to devote time to each day, as well as the total amount of time spent in each of those areas. Time is not infinite, and there are definite priorities that determine where one's time goes.

### CONVERSATION STARTERS:

- "We cannot spend the day in explanation."  
- Ralph Waldo Emerson
- "Don't waste time on false constructs. What matters is that right now is right now." - Ryan Holiday

Do you ever feel like you're never able to get to everything done in your day that you set out to accomplish? It can be very challenging to try and keep up with daily work, school, and home life obligations. But whether we realize it or not, we are all given choices about how we choose to live our life and spend our time. What gets your attention and focus on a daily basis?

### KEY OBJECTIVES:

- Be more conscientious of where time goes.
- Effectively prioritize one's time.

### WHAT YOU'LL NEED:

- Copies of worksheets included.
- A pack of multi-colored markers or colored pencils.
- Wipe Board and dry erase markers.

## EXPLORATION ACTIVITY:

Pass out the Daily Schedule Worksheet (see Appendix), which starts at 6:00 A.M. and ends at 12:00 A.M. Ask participants to honestly fill it out (hour by hour) as a typical day of their life. Be specific in descriptions so the activities can be split up into five categories later.

- Write the following five areas on the board: **Self Care, Socialization & Leisure, Work, School, and Family**. Ask participants to now flip over their paper and list the **top 3** areas of most importance to them.
- Go back to the Daily Schedule Worksheet and ask participants to group total time into the following categories by using colored markers/pencils to signify each category. (Ex: Self Care: blue; Socialization and Leisure: pink, etc.) Colors do not have to be the same amongst participants.
- Now add up the total amount of time spent daily in each colored area and divide into the horizontal columns by filling in the total amount of time spent in each category in 30-minute time increments.

### FACILITATION TIPS:

- Conversation Starter of the Time Jar is best represented by visually adding in the rocks, pebbles, and sand (in that order) demonstrating how it all fits. Then dump out the contents and try to put all back in again, demonstrating how everything doesn't fit if not prioritized first.
- Instead of having groups score themselves in the game activity, you could keep an eye out for who completes which tasks.



## REFLECTION QUESTIONS:

- Write this quote on the board: “People don’t waste hours, they waste minutes.” – Jim Delisle
- Which activities take up more of your day than you would like them to?
- What areas are easier for you to cut time away from? Which areas are harder for you to cut time away from?
- What changes could you make in your personal, work, or school life to better accommodate your highest priorities?

## APPLICATION DISCUSSION:

- Studies show people’s most important life events occur between the ages of 15–30 years of age: high school graduation, leaving home, going to college, first job, first love, marriage, having children. What are the top three momentous occasions you are most looking forward to experiencing, and what you are doing every day that may or may not be helping you get there?
- How could you plan out your week ahead of time to help you to fit in some of your top priorities?
- Do you see the value of making deep, life long connections with the people you’re currently spending time with? Why or why not?



## CONCLUSION:

Hopefully today’s activity gave you a visual picture of exactly where your time is being spent day-by-day as well as how much of your time is possibly being wasted. Next time you find yourself waiting for a ride, waiting for someone to return a phone call, waiting for a website to load, waiting for a TV program to start, waiting for dinner, consider this suggestion from Pamela Espeland & Elizabeth Verdick from the book *Making Every Day Count*: “Always have something to read, and something to write with and on. Then you’ll never be caught with nothing to do.”

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## REFERENCES

- *Making Every Day Count* book by Pamela Espeland & Elizabeth Verdick
- *The Obstacle Is The Way* book by Ryan Holiday
- *Take Time for Your Life* book by Cheryl Richardson

# HOURLY DAILY PLANNER

*Date:*

*Note:*

## *SCHEDULE*

*6:00 am*

*6:30 am*

*7:00 am*

*7:30 am*

*8:00 am*

*8:30 am*

*9:00 am*

*9:30 pm*

*10:00 am*

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*2:00 pm,*

*2:30 pm*

*3:00 pm*

*3:30 pm*

*4:00 pm*

*4:30 pm*

*TODAY'S BIG GOAL:*

*I AM GRATEFUL FOR:*

*NOTES:*

# HOURLY

## DAILY PLANNER (CONT.)

### *SCHEDULE*

5:00 pm

5:30 pm

6:00 pm

6:30 pm

7:00 pm

7:30 pm

8:00 pm

8:30 pm

9:00 pm

9:30 pm

10:00 pm

10:30 pm

11:00 pm

11:30 pm

12:00 am

### *THINGS TO DO:*

### *THINGS TO PLAN FOR:*

### *NOTES:*

