

Self-Managers – Activity 1

Are you organised?

Look at the list of statements below about your school work and see if any of them apply to you. Tick those which do.

I couldn't tell you how many hours of homework I carried out last week	
I often seem to leave my course work until the last minute	
I tend to flit from one task to another	
I seem to work better in some environments than others	
I tend to work better at some times of the day than others	
I tend to work very irregularly, putting in lots of time one week, practically none the next.	
I'm generally behind with my work	
There is no way i could do all the work I'm expected to do	
I'm not sure I always do the most important things first	
I don't have any sort of plan for my work	

Don't be discouraged if you ticked most of them. As part of this Diploma course you are going to develop Self-Management skills.

Activity 2

How do I spend my time?

Think carefully about how you spend your time over one week. Estimate how much time you spend on the activities listed below.

Activity	Estimated time	Actual time
Sleep		
Travel		
Work		
Domestic duties		
Cooking and eating		
Watching Television		
Reading		
Leisure		
Personal care		
Family commitments		
Social life		
Study		
Social websites		
Mobile phone		

Use the weekly timetable on the next page to log the actual time spend on the listed activities and total them into the 'Actual time' column.

