

p.1 The FRIDGE: DIY Self-management¹: TIME MANAGEMENT Worksheet: Today's date: _____

First--***What assessments are due THIS WEEK?** _____ **Next week?** _____ **Week after?** _____

- In the **checklist** on the left below, write down a **to-do list** of all the tasks you have to do **this week**. *= most important.
- Take into account **urgent** goals as well as **planning ahead** to get work under way for assessments due later.
- You may have goals in a variety of areas, meeting various needs eg **needs** for competence (eg getting assignments done), relatedness (ie having meaningful interactions with friends), autonomy (eg doing at least one small thing each week that you really want to do); don't forget to create time for positive experiences.
- Recognise activities that are "time-wasters". **Delegate** what others can do, or **drop** them entirely.
- What is your overarching academic goal for this semester? _____
- Reflect on how the checklist tasks relate to this broader overarching (academic) goal??
- **Choose** two important tasks/sub-goals to break down; make sure you know **why** they are important to you.
- Break these down in the table on the right hand side; make them **specific** and **measurable**.
- Come back to this worksheet at the **end of the week** to see how you fared—fill in the right side of the table, and p.2.
- Adapt this resource to your needs!

Task Checklist--THIS WEEK:

Breakdown of 2 Important Tasks/Sub-Goals:

Review NEXT WEEK:

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

THIS WEEK's ACADEMIC task/sub-goal #1 (eg for this course) = How can you break this task down? Are you measuring your progress? How? What resources do you need? Potential barriers? How to deal with barriers; backup plan?	Did you complete it? Why/why not?
THIS WEEK'S task/sub-goal #2 = How can you break this task down? Are you measuring your progress? How? What resources do you need? Potential barriers? How to deal with barriers; backup plan?	Did you complete it? Why/why not?

Use some kind of **timetable/calendar** (smart phone, or below)—

TIME-TABLING tool: Insert: **Academic sub-goal activities**, PLUS sleep, exercise, friends, job, domestic, music/sport etc.

Your day	DAY 1 =	DAY 2 =	DAY 3 =	DAY 4 =	DAY 5 =	DAY 6 =	DAY 7 =
Hrs slept?							
Before 7							
7							
8							
9							
10							
11							
12							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
After 10							

^{1 1} Contact your course coordinator, Vik Nithy v.nithy@unsw.edu.au or J.Cranney j.cranney@unsw.edu.au for further information. 120315

p. 2 Time Management: REVIEW progress on your p.1 tasks/sub-goals at the end of the week

How **on track** are you with your academic tasks/sub-goals? (mark appropriate place on line):

0% 10% 20% 30% 40% **50%** 60% 70% 80% 90% **100%**

How might you improve your rating next week? _____

Write down what you can do **TODAY** to reduce your workload **TOMORROW**: _____

Write down what you can do **THIS WEEK** to reduce your workload **NEXT WEEK**: _____

Any other comments or words of encouragement for yourself? _____

Domain Analysis

On the following scale, please indicate how much time and effort you dedicated to each of the following domains of life in the **past week**. YOU be the judge of how much you need of each.

	NOT ENOUGH	ENOUGH	A LOT	TOO MUCH
Studying				
Sleeping				
Things that make you happy (eg music/sport)				
Things that give you purpose (eg helping others)				
Spending time with close friends, family, partner				
Socialising or going out partying				
Exercising				
Eating healthily				
Other (eg working, meditating) _____				
Other (eg working, meditating) _____				

Reflection Questions:

Have I been studying enough--or have I been procrastinating? _____

How was **this** week different from **last** week—is the change positive? _____

What is ONE domain where you want to do **LESS** next week? _____

What is ONE domain where you want to do **MORE** next week? _____

While studying or thinking about studying, I have been:

Anxious-----stressed-----distracted-----focused/present.

When thinking about my ability to manage my workload, I have felt:

Hopeless-----pessimistic-----neutral-----optimistic-----confident

If you find yourself on the left side of either of the last two scales, and if you are a UNSW student, consider a visit to The Hub: <https://student.unsw.edu.au/hub>