

Module 7 v Activity 1 v ORGANIZATIONAL SKILLS

Activity: Personal Schedule

Materials Needed: Calendar for next six months

Directions:

1. Prepare a schedule of everything you will be doing tomorrow. This should be a very detailed list of what you will be doing and where you will be doing it throughout the day.
2. Prepare a weekly schedule for your activities and commitments during the next full week (Sunday through Saturday). You should have listed for each day all the major responsibilities that demand your time and presence, along with the times during the day for each responsibility/task. Although this list should be relatively detailed, do not include mealtimes or minor tasks that would take only a few minutes. The list for each day should contain both routine things you do each day as well as the items that are one-time events and tasks. You may be surprised how full each day will seem to be.
3. Prepare a schedule for the next six months using the same guidelines as in the schedule you just completed. This time, you will need to have a much more long-range thought process and will need to include additional items such as vacation plans and other events that occur on a non-routine basis. Did you remember to add some important school-related events such as major exams, due dates for assignments, and graduation?