

# Activity 27

## Scheduling Time

An important part of managing resources is to manage your time. Many teens are over-scheduled. A little up-front planning will help you.

**Directions:** Create a schedule for next week, using the date-book sample on the next page. Record your responsibilities, recreational activities, and relaxation time. Make sure that you allow enough time to get everything done. First, schedule high-priority commitments, such as writing a term paper. Then add activities of lesser importance. Don't forget to schedule such daily activities as meals, showers, and traveling time. Remember to keep a balance by not over-scheduling your time. At the end of next week, answer the questions below.

1. How closely did you follow your schedule?

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2. Which activities, if any, were you unable to carry out?

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3. Did you accomplish any unplanned activities? If so, what were they?

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4. Did having a schedule in any way change how you viewed your time? Explain.

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5. What did you like about following a schedule?

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6. What didn't you like about following a schedule?

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7. If you were to make a new schedule for next week, what changes, if any, would you make?

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(Continued on next page)

**Activity 27** *continued*

Monday, _____, 20____		Thursday, _____, 20____	
<b>Time</b>	<b>Activity</b>	<b>Time</b>	<b>Activity</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Tuesday, _____, 20____		Friday, _____, 20____	
<b>Time</b>	<b>Activity</b>	<b>Time</b>	<b>Activity</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Wednesday, _____, 20____		Saturday, _____, 20____	
<b>Time</b>	<b>Activity</b>	<b>Time</b>	<b>Activity</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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