

CHAPTER 6 - Exercises

1. Assessing your weekly time use at work

Use this first calendar to record your work activities each hour at work. Take special care to note all the different tasks you've worked on, especially if you quickly shifted from one to the next.

Week of [Dates]

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----|--------|---------|-----------|----------|--------|
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

At the end of the week, evaluate your time use. When were you most efficient? Did you use time chunks? When did you feel rushed or frenzied? When weren't you as efficient?

Based on these questions, think ahead and try to set up a schedule for next week. Remember the principles in the chapter about:

- Time chunks
- The problems with constant shifting between tasks
- Scheduling in unstructured time
- Keeping yourself from feeling chronically overworked

Also, remember to make time for your various work goals from chapter 3:

- Performance
- Development
- Advancement
- Networking
- Flexibility

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----|--------|---------|-----------|----------|--------|
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 1 | | | | | |
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| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

2. Even Better To-Do Lists

Find a recent to-do list. Now re-write it making sure to:

- Place items into categories
- Add an approximate amount of time the task will take
- Add a deadline (real or self-imposed) for each task