

INTERACTIVE: How Do You Manage Your Time?

Time management is an important soft skill that we can practice on a daily basis. Whether you are a student, a working professional, or a stay-at-home parent, time management is instrumental to prioritizing and achieving your goals. However, how you manage your time will likely be different than how other people manage their time. In this activity, you'll get the chance to see how your time management compares to others'. Who knows? You may even be inspired to try out different types of schedules!

Part I: Your Time Management

Think about how you typically use your time every day. In the table below, fill out the "Me" row by putting an approximate number of hours per day that you spend on the activities.

*Ex: If you typically sleep for 8 hours, you would put **8 hrs.***

	Sleep	Creative Work &/ or Homework	Day Job &/ or or School	Food/Leisure (fun)	Exercise/ Meditation	Other
Me						

Part I: Your Time Management

Interactive: [Podio's The Daily Routines of Famous Creative People](#)

- Next, open the [interactive](#), which shows the daily routines of some of the most famous creative people. Briefly skim through the bios (hover over the "i" icon to the left of the person's name) and select 3 people you'd like to compare your time allocation and schedule with. Enter their names in the table above.
- Now, examine the daily schedules of the people you selected.

- a. Click on the categories at the top of the interactive to isolate specific activities. Hover your mouse over the different sections to get more detail about that activity for each person.
- b. For each person you selected, enter the number of hours and percent per day that they spent on the activities in the table above.

3. Of the three people you selected, who managed their time **most** like you? Who managed their time the **least** like you?

4. Did the person who managed their time most like you have a similar *schedule*? (For example, you both may spend 8 hours on sleep, but is it around the same times of the day/night?) Note any significant differences and/or similarities.

5. Take a few minutes to explore the routines of some of the other people in the interactive. What aspects of their schedule stand out to you? Why?