

Personal Management Skills, pp. 71-72

Wilton’s Story, p. 71-72

Many of you will identify with this story of a hapless student overwhelmed by all the pressures he faces. The activities that follow will help you analyze Wilton’s situation in terms of the personal management skills he is lacking or under-utilizing.

1. Do you sometimes feel like Wilton?

2. Is Wilton just a victim of bad luck or too many demands? Explain.

3. Does Wilton seem to be in control of his school and personal life?

4. How could Wilton reduce some of the stress in his life without giving up on either the things he enjoys, or the work he has to do?

How Skillful is Wilton, p. 72

In this activity you rank Wilton in terms of personal management skills.

5. Use a scale of 1 (low) to 5 (high) to rate Wilton’s skills in the following areas:

Skills	Ranking	Why? (Provide evidence to justify your ranking)
Time Management		
Organization		
Stress Management		
Maintaining a Positive Attitude		

Rank Your Personal Management Skills, p. 72

6. Use a five point scale to rate how true these statements are for you (1=rarely true, 5=usually true)

Statement	Ranking	Why? (Provide evidence to justify your ranking)
I get my assignments in on time		
I use a planner to schedule my time		
I can easily find the things I need		
I enjoy challenges		
I am cheerful when doing household, or any chores		

Time Management Skills, p. 73-75

Time management skills are essential in everyday life. The activities in this section are designed to help you build your own time management skills by working out your priorities in school, in the work world and in life generally.

How you spend your time, p. 73

7. Keep track of everything you do for one school day. Using the 60 minute intervals below, write down briefly what you would normally do during each of those times. This will help you determine where all of your time goes, and help with planning. Feel free to write in things like going to class, eating, studying, exercise, games, etc.

Time	Activity	Time	Activity
7:00-8:00 (AM)		4:00-5:00 (PM)	
8:00-9:00 (AM)		5:00-6:00 (PM)	
9:00-10:00 (AM)		6:00-7:00 (PM)	
10:00-11:00 (AM)		7:00-8:00 (PM)	
11:00-12:00 (PM)		8:00-9:00 (PM)	
12:00-1:00 (PM)		9:00-10:00 (PM)	
1:00-2:00 (PM)		10:00-11:00 (PM)	
2:00-3:00 (PM)		11:00 (PM)-12:00 (AM)	
3:00-4:00 (PM)		12:00-1:00 (AM)	

7. In your own words, explain how something in our lives that is “important” is different from something that is “urgent”. Provide an example to illustrate your understanding.

8. Most people have difficulty finding time to do things that are important, but not urgent. These are often long-term goals, like building relationships, getting in shape, etc. Here is an image to keep in mind when important things are not getting done. Think of a stream flowing by. Down the stream goes everything that is happening in your life. If you are waiting for the stream to slow down, you will have a long wait.

Make a list of the important things in your life that is not getting enough of your time. Use the list for your next activity.

9. Time Management Tips: Take a look at the time management tips on p. 75.
- Spend time on important things before they become urgent
 - Don’t be ruled by urgency
 - Do important things early and number your tasks in order of their importance, complete them in that order

Which of these tips do you feel are the most valuable? Why?
