



April 2, 2009

## **EQD's INTRODUCTION TO TIME MANAGEMENT c/ EMOTIONAL COMPETENCE**

- **A.1. Prerequisite: Emotional literacy:**  
Write 2-3 lines about how you are feeling at the beginning of this presentation.
  
- **B. Steps & aspects of Intrapersonal competence: (Inside, self)**
  - 2. Self Awareness
    - I. Rate your time management skills
    - II. Name your feelings about your current time management
    - III. State where you need improvement: practical or feelings or both?
    - IV. Compare yourself with your classmates? Same, less/more skilled
  - 3. Self-Development:
    - I. Identity e.g. as planner vs. spontaneous/ player vs. nerd
    - II. Will you miss your old self if you change? (Can you Grieve the loss)
    - III. How do you feel about being successful in your studies?
  - 4. Self Responsibility:
    - I. Paradox of freedom: you have to control yourself or others will, e.g. stop you from achieving what you want
    - II. Your End result desired for study
    - III. **\*Plan your time**
    - IV. Values, judgment, health & lifestyles

### **\*TIME MANAGEMENT STEPS, using the EQD emotional competence steps**

1. Calculate the number of hours in a week.
2. Count the number of hours you sleep a night x 7. Subtract from hours in a week.
3. Count up your grooming and commuting hours per week and subtract
4. Add up your cooking, buying & eating hours (3 meals x 7 days) & subtract
5. Add up any other committed hours: work, sports practice, music, Church, etc. & subtract
6. Add up usual play time, hangout time, face book, etc.
7. What number of hours do you have left to study? *What do you feel seeing this?*
8. Allocate your class work into those hours. *Feelings?*
9. Does it fit? Can you make A's with this amount of study/homework time? *Feelings?*
10. What changes are you going to have to make? (see step 3 again for feelings)
11. Now, is this a realistic plan? If not why not? *Feelings?*
12. Fix it, adapt it, change it so that it is realistic.

#### **5. Reflection**

- I. Once your plan is realistic, look again at how you feel & felt.