**EQUILIBRIUM DYNAMICS**

*Emotional Competence in Action*

# EQD's TIME MANAGEMENT TOOL

1. The prerequisite for Emotional Competence is **Emotional literacy,** so a good place to start with any time management issue is to first identify your feelings about the project you need to accomplish, and then about deadline facing you.
   - Name 3-4 feeling words about your project
   - Name 2-3 feelings about Time Management in general
   - Name 3-5 feelings you feel about getting this project done on time.

2. Time management Steps for **Intrapersonal competence**: (Inside, self)
   - **Self-Awareness**
     - Rate your time management skills on a 1-10 scale, compared to others-- from serious procrastinators (1) to those who always finish early (10) - in situations like yours
     - Rate your current time management on this project on a 1-10 scale
     - Is there a difference?
     - What feelings account for this project getting less that your best skills or – more than your worst skills?
     - What and where do you need to change to get your project done on time: practical tasks, feelings or both?
     - How do you feel about being successful? If you have mixed feelings about being success those feelings may be playing a role
   - **Self-Development**: This is your opportunity to improve your time management skills if you wish to make the effort.
     - Describe your Identity in this regard e.g. a planner vs. spontaneous
     - If you learn how to be methodical when necessary, will you miss your always spontaneous self?
     - If so, can you grieve the loss? [See Goodbye handout]
     - For some people failure seems better than quitting. If this applies to you, can you learn to acknowledge the importance of your own feelings and if you don't want to do something, quit rather than set someone else up to "fire" you?
   - **Self-Responsibility:**
     - Remember the Paradox of Freedom: you have to control yourself or others will, e.g. you can let others stop you from achieving what you want
     - Remind yourself of 'Your end result desired' for this project
     - Make a schedule that includes all the time necessary for completing your project
   - **Reflection**
     - Make a realistic plan [see next page], then, look again at how you feel & felt.
     - Note any changes and check in with your feelings as you execute your plan.

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**3.** Practical **Time Management Steps**

This is a simple calculation based on a weekly schedule that will help you get a realistic look at where some of the practical time management problems often come from...

1) Calculate the number of hours in a week. [7 x 24] = 168

2) Count the number of hours you sleep a night x 7. Remember 8 hours a night is a minimum recommendation, not an optimal amount according to recent research.

3) Subtract weekly sleeping time from hours in a week. This is the amount of time available to accomplish everything you do.

4) Count up your grooming and commuting hours per week and subtract from available

5) Add up your food buying, cooking & eating hours (3 meals x 7 days) & subtract from available hours.

6) Add up any other weekly committed hours: work, school, sports practice, music, Church, etc. & subtract

7) Add up your usual play time, hangout time, media, internet etc. and subtract

8) What number of hours do you have left for projects?

9) Identify your feelings when you see your math and the actual numbers?

10) Allocate your work into those hours. Feelings?

11) Does it fit? Can you succeed with this amount of time? Feelings?

12) What changes are you going to have to make? (see step 3 again for feelings)

13) Now, is this a realistic plan? If not why not? Feelings?

14) Fix it, adapt it, and change it so that it is realistic.