

# JROTC Distance Learning Courses

## Reference Guide

# Time Management



Navy Junior Reserve Officer Training Corps



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## Defining Goals

You are actually managing the goals you have within a period of time. By setting and achieving your own goals, you will build confidence, reduce stress, and ease decision making. Once you have decided on goals that are important to you, write your goals down. For a goal to be effective, it must be specific, positive, achievable, and measurable.

**Specific:** It must be clearly defined and have a specific plan of action.

**Too vague:** *"I will be a better student."*

**Specific:** *"I will get an A on my next history exam."*

**Positive:** Tell yourself that you will do something, not that you might, or think you can.

**Not a goal:** *"I want to do 60 sit-ups in a minute."*

**Positive goal:** *"I will do 60 sit-ups in a minute."*

**Achievable:** It has to be within your power to make happen.

**Measurable:** It must be done with actions that you can see. If your goal is not measurable, you will not know if you have attained it.

**Reference:** Lesson 1 – Getting Organized

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## Types of Goals

### Short Term Goals

Short term goals take an hour, a day, or a week. They may lead to mid term or long term goals. These don't require much planning because you can accomplish them in very little time.

*For example: "I will complete my homework assignment for algebra class and turn it in on time."*

### Mid Term Goals

Mid term goals require more time and planning than short term goals, especially if they lead to another goal. A mid term goal may lead to a long term goal.

*For example: "I will get an A in Algebra this semester."*

### Long Term Goals

Long term goals require a lot of time and planning to accomplish. They are usually your life goals and may begin as things you wish for instead of things to do.

*For example: "I will get accepted into a top rated engineering school."*



**Reference:** Lesson 1 – Getting Organized



# Types of Time Management

How you approach life reflects your time management style.

## If you are Closure Driven, you:

- Work best when you can plan
- Might make decisions too quickly
- Like to get things finished
- Prefer specific project and performance guidelines

## If you are Open Ended, you:

- Like change and tackling many projects
- Might make decisions too slowly
- Procrastinate
- Like to be original and spontaneous



**Reference:** Lesson 1 – Getting Organized

## Problems and Solutions

If you often leave things to chance – whether it is spending time with friends or studying – you might feel stressed and under pressure.

You might procrastinate. Or you might start one activity and move on before you finish, leaving a heap of unfinished projects behind you and feeling that you have wasted your time.

Reach the social and academic goals you decide for yourself by using the time you have wisely.



**Reference:** Lesson 2 – Challenges to Time Management

Ways your behaviors might sabotage your time management and their solutions include the following:

**Procrastination:** This is putting off something that needs to be done. For example, you procrastinate to write essays for your college applications because writing is “boring.”

***The solution: prioritize!** Make your responsibilities a priority now, and you will be able to enjoy more free time later. Just get it done!*

**Poor Organization:** If you spend every morning looking for your backpack before you catch the bus to school, you are poorly organized, and you are wasting time.

***The solution: use better organization habits!** If you make putting your backpack in one place every day a habit, you will always know where to find it. People are creatures of habit; use your habits to your advantage.*

**Crisis management:** Do you spend a lot of time solving large and immediate problems? For example, you forgot you had a math quiz today, so now you have to drop everything else and cram for your quiz. This is a time waster because if you had planned better, you would not have had a crisis in the first place.

***The solution: make a plan!** Use planning techniques every day to keep your immediate priorities on your mind. Remember, out of sight, out of mind! Looking at your planner and updating it every day will help you feel in control and more confident.*



## Stop Procrastinating!

Look at each task in terms of your long-range goals. Will getting an A on this test help raise your Grade Point Average (GPA) and increase your chances of getting into the school you want? Keeping your long term goals in mind helps you stay focused.

Think positive thoughts. When you need to study, push negative thoughts out of your mind, such as “I’ll never learn this.” Tell yourself that you are growing and becoming more competent. Face your fear of failure. If you procrastinate because you are afraid that you will fail, be honest with yourself. Make up your mind to overcome the fear by studying and preparing every day.

Set a regular time for study. Work when you are most alert. Some people work better in the mornings; others work better in the evenings. Determine your personal best time to study and build your schedule around it. Once you do this, tell your friends about your schedule and give them a certain time to call; for example, between 8 p.m. and 9 p.m.

Set a regular place for study. Having a suitable place to study is essential. It might be the library or your room. Don’t kid yourself – you can’t study best in front of the TV or while instant messaging your friends.

Allow time for having fun, downtime, and even for sleeping. Don’t get involved in too many outside activities, but don’t turn into a hermit either. Think seriously before you decide to join a club, a music group, or a team. How much time will it take? Will it help you grow and learn, or just make you feel frazzled?

Break up big tasks into small ones, and set a time limit for each task. If you have to write a paper, can you work on one segment tonight and another one tomorrow? If you finish a small segment each day, a term paper becomes nothing more than a series of small tasks. Next decide how much time it should take to do each part. Push yourself to complete each part of the job in that time limit.

Jump in! Sit in your study area, take a deep breath, and plunge in. You might not work at 100 percent efficiency from the beginning, but you just need to get started at this point.

Juggle tasks. Your overall goal should be to organize your time so that you don’t miss a deadline and are well prepared for the next.

Be good to yourself. Promise yourself small and large rewards for your accomplishments. Motivate yourself. Maybe you’ve just spent two hours looking for articles on the Internet. You found what you need. Before you plunge into writing your paper, reward yourself. Watch a TV show, or call a friend.



**Reference:** Lesson 2 – Challenges to Time Management

## Planning for Deadlines

Whether an assignment is due in four days or in four weeks, you can break up the assignment into chunks or steps to accomplish along the way. Keep solid planning guidelines in mind when you are trying to meet a deadline.

- Divide the task into steps.
- Set mini-deadlines for yourself.
- Keep a project calendar.
- Leave yourself a cushion of a few days.

Once you recognize signs of stress overload in yourself and identify its cause, you can either eliminate the source of stress or learn to manage the stress that you are feeling.



**Reference:** Lesson 2 – Challenges to Time Management

## Preventing Stress Overload – Part 1 of 2

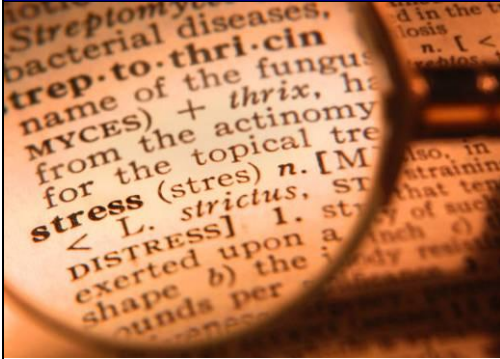


Follow these steps to prevent stress overload and keep your activities manageable:

- Manage your time with daily, weekly, or monthly schedules. In addition for scheduling time for school, studies, and extracurricular activities, make sure you allow enough time for sleep, unhurried meals, and relaxation.
  - Take care of your problems as soon as possible; avoiding them will not make them go away. The longer you put off dealing with a problem, the more anxious you will feel about it, and the more stress you will create for yourself.
  - Keep a journal of the situations you find stressful. For each situation, explain why you find it stressful, how you handled it, and whether or not you believe you could handle it better in the future.
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- Develop a hobby or participate regularly in an activity you enjoy.
  - Take some time every day to do something you find relaxing; whether it is sitting alone and reading, talking with a good friend on the phone, or watching your favorite sitcom.

**Reference:** Lesson 2 – Challenges to Time Management

## Preventing Stress Overload – Part 2 of 2



- Talk over problems with people you trust and who you know are good listeners. Keeping all your thoughts and feelings to yourself can be very stressful. Although you may believe you can handle all your problems on your own, everyone needs at least one person to confide in.
- Accept that throughout life you will encounter stressful situations that you cannot or should not avoid, but recognize that you also have control over how you approach and respond to those situations. For example, while you might hate going to the dentist, you know how important it is for your overall health. So rather than dwell on how much you hate it, you focus on the fact that you are doing something good for yourself.
- When you do have a choice, do not participate in activities that you find stressful and unrewarding. Often, young people will take part in activities because their friends do, they believe their parents want them to, or they just believe they must do it all. Only you know which activities are enjoyable and worthwhile to you, which ones bring you negative stress, and how many things you can do before getting overloaded. Be honest with yourself and with those who care about you in making decisions about participating in certain activities.
- Be prepared when you know you will have to face a stressful situation. If you know that you must give a class presentation, plan for it and rehearse it until you feel comfortable with it. By preparing for it, you will be calmer during the time leading up to the presentation and will feel more confident when giving it.
- Do not use tobacco, alcohol, or other drugs. Using drugs does not solve any problems and just causes new ones.
- Do not be overly self-critical; remember that making mistakes is part of the growing process and that learning from them will make you more successful in the future.
- For example, if in the same week you start a new job after school and you also start getting up earlier each morning, you are probably putting too much pressure on yourself. To limit your stress level, get used to the routine of having an after-school job before you add anything else to your schedule.

**Reference:** Lesson 2 – Challenges to Time Management

# Daily Organization

You can break up the day any way you wish; one way is to divide it into these segments:

## Before School:

- Think about what time you need to wake up.
- Leave enough time to get ready.
- Think about your morning responsibilities – do you need to walk the dog or take out the trash?
- Leave enough time to catch the bus or drive to school.

## During School:

- Determine what assignments are the top priorities.
- Determine which assignments take the longest to finish.

## After School:

- This time period can last for between two and four hours, and should include meaningful activities as well as time to rest.
- Determine how much time you will spend participating in clubs, sports, or work.
- Determine if there is time in between activities to accomplish other tasks.

## Before Bed:

- Leave yourself enough time to finish homework and chores.
- Determine what your nighttime ritual should include, from choosing clothes for the next day or packing your backpack to preparing your lunch.

## Bedtime:

- Take a few moments to plan for the next day.
- Determine if you need to wake up earlier than usual to finish a task.



**Reference:** Lesson 3 – Building a Schedule

## Goal Setting Tools



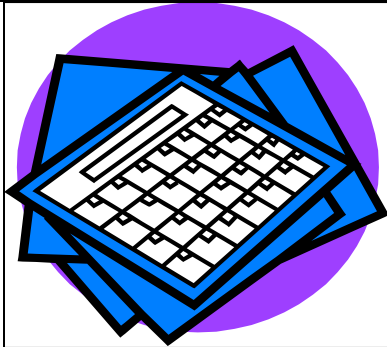
***A to-do list helps you take stock of your responsibilities.***

- List of your daily tasks
- Most important first to least important last
- Use to create your daily plan



***A daily plan helps you feel a sense of accomplishment when everything is finished, and helps you feel control over your life.***

- Aligned with your short term and mid-term goals
- Reminder of specific events, due dates, responsibilities, and deadlines



***A monthly calendar helps you schedule activities and events without double scheduling or scheduling events too close together.***

- Not the same as a “to do” list
- Provides a broad overview of major events
- Gives you a week at a glance or month at a glance perspective

**Reference:** Lesson 3 – Building a Schedule



## Prioritizing Your Daily Plan

Follow these steps when you are making your Daily Plan:

1. Label the tasks from your To-Do list that are the most important (the highest priority) with an "A."
2. If you have more than one "A," then add a number in the order of importance; for example, "A1."
3. Prioritize the "B" tasks the same way.

Task List / Notes	Daily Planner
A1	Study for English test
A2	Cash check
B1	Call Dr. Black for appointment
A3	Email report to Bob
A5	Call grandma
A4	Outline speech
B2	Call Deb
B3	Call Tanya

**Reference:** Lesson 3 – Building a Schedule

## Time Management Tips – Part 1 of 2

There are ways to help yourself stay motivated and on the right path. Use these tips to keep the plans you have made:

- Review your day and plan the next day every evening.
- Reevaluate your goals every week and write short-term goals on your planning sheets. Stay committed to your goals.
- Prioritize your to-do list.
- Make a list of things you can accomplish in 15 and 30 minute blocks of time (for example, dusting, emptying the trash, reviewing class notes, learning new Spanish vocabulary, or completing one math problem.) Be ready to fill the in-between times (such as riding the bus to school) with something useful.
- Use a timer to move you along during tight periods, such as mornings before school.
- Schedule something fun every day. Finish work first and reward yourself later.
- Record your favorite television shows and watch them during planned leisure time.
- Be flexible; shift things around when necessary. Do not get discouraged if you are thrown off schedule by unavoidable circumstances.
- As you finish a task, cross it off your to-do list. Add anything you did that was not on the list and then cross it off. Adding and crossing tasks off your list is a way of both tracking what you have done and acknowledging what you achieved.
- Enjoy feeling like you have taken good care of yourself and the satisfaction that comes from accomplishing something that gets you closer to your goals.



**Reference:** Lesson 3 – Building a Schedule

## Time Management Tips – Part 2 of 2

Just like fire drills, tornado drills, or the safety reminders before every airplane flight, you can have an emergency plan for your day to day life.

Here are some suggestions to help you prepare for the unexpected:

- Make sure your alarm clock has a battery back-up in case the power goes out.
- Have the phone numbers of friends in your classes, so they can tell you what you missed in case you are out sick.
- Keep important phone numbers in your planner, such as your parents, the school's main number, and some of your friends, in case your phone is ever broken or lost.
- If you drive yourself to school, keep a list of contact numbers in the car.



**Reference:** Lesson 3 – Building a Schedule







**Navy Junior Reserve Officer Training Corps**