TIME WELL SPENT

Attention Hygiene
The Problem

http://humanetech.com/problem

https://ledger.humanetech.com/
Solutions

http://humanetech.com/take-control
Time Audit

“You are What You Do and What You Pay Attention to.”

https://docs.google.com/spreadsheets/d/1Kxfma1o9_hZf-9okeQ0Vtg9Cyt6fbytcyLMse-zxU68/edit#gid=1340095788
Time Budget Worksheet:

“'You are What You Do and What You Pay Attention to.'”

HW: Due by Sunday 01/20; **Begin by Monday, 01/14:**
Keep track of the way you spend your time each day using the time budget handout. Submit the completed time budget and a reflection (in one Word document) to the Wk. 2 Forum.

For your reflection, write between 500-700 words reflecting on the experience. First, explain what you value most all the way to what you value least in the list (ex: how much do you value family, or career planning?). What do you spend more time on than you expected? What do you spend less time on than you expected? Does your time allocation match your goals and values? Why? How? Why not? How now?
Explain a plan to help you align your time more with what you value in life. Bring in a time management tip from the textbook. Research online and bring in one trustworthy source on time management. I suggest lifehacker.com or search such concepts as time wealth. Find one time management tip or tool and explain how you can integrate this tool into your life. Use a signal phrase to show where you found the source. For help doing this, visit this site: http://grammar.about.com/od/rs/g/signalphrase.htm
“Offline is the new luxury.”
A MATTER OF TIME
9 ideas to keep you on schedule.

Create a to-do list.

Prioritize.
Highlight the most important tasks.

Write a journal
to understand how much you can do every day.

Schedule interruptions.
Expect to be pulled away from what you are doing.

Ask for help!
Don’t be afraid to delegate.

Use 30 minutes every morning to plan your day.

Say "no" more often.
You can’t be everywhere at once.

Block distractions.
Turn off your phone and stay away from social media.

Don’t blow yourself off.
Honor your own commitments.