

## Time Awareness Survey

Think about the statement on the left, then circle the number of the response that best fits your life.

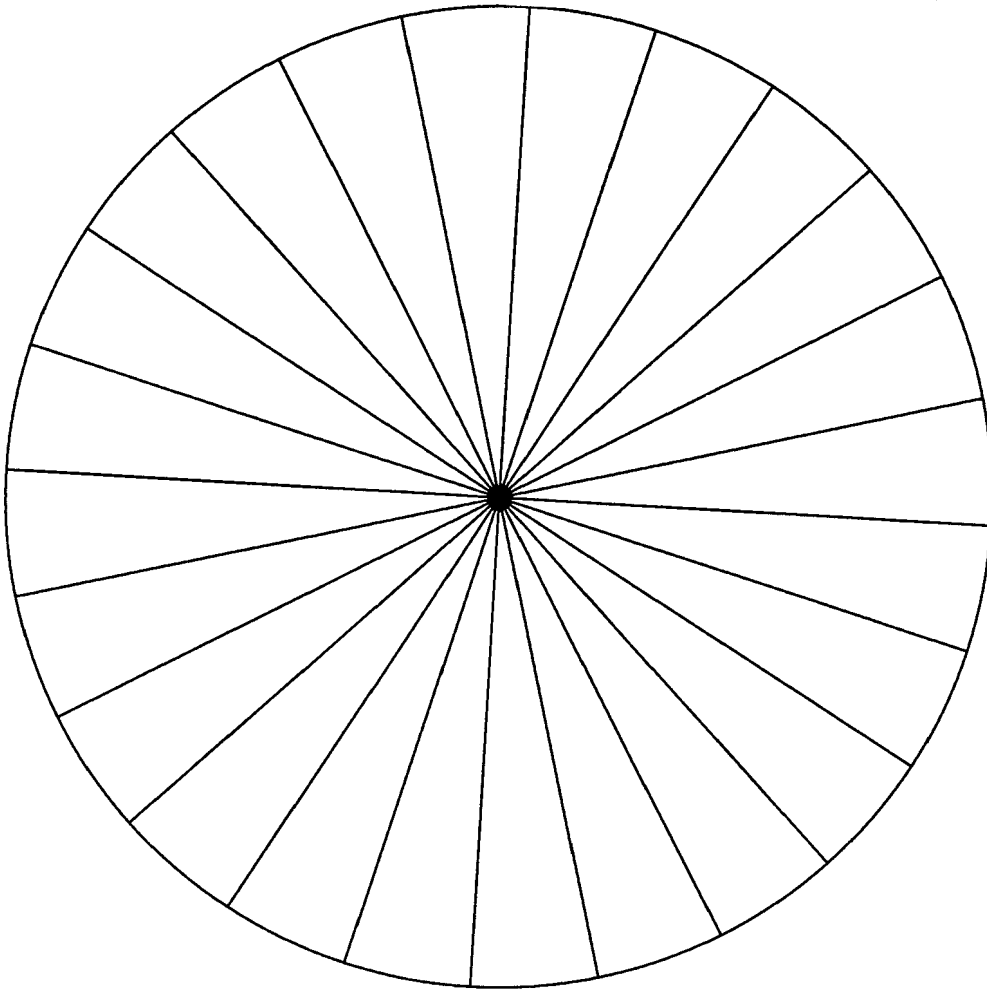
During a typical day, I feel rushed	1. Constantly 2. Often 3. Occasionally 4. Never
I wish I had more time to spend with family members or friends	1. Constantly 2. Often 3. Occasionally 4. Never
My daily schedule is best described by	1. There aren't enough hours in the day to do everything. 2. I have just about enough time to do what I have to do. 3. I usually do what I have to do, with time left over. 4. There are more hours than I'm able to fill.
On an average night, I sleep for	1. Less than five hours 2. Six hours 3. Seven hours 4. More than seven
During days off from my primary job, I spend most of my time	1. Working extra hours for income. 2. Doing chores and errands. 3. Doing activities for fun. 4. Sleeping and relaxing.
While talking on the telephone, I am more likely to	1. Do paperwork, wash dishes, or some other chores. 2. Straighten up the surrounding area. 3. Do small personal tasks (like file nails, reset watch.) 4. Do nothing else.
I don't plan ahead and find that when I get home there isn't anything to eat	1. Constantly 2. Often 3. Occasionally 4. Never
I am so busy, I end up forgetting and missing appointments that I made earlier	1. Constantly 2. Often 3. Occasionally 4. Never

This handout was adapted from *When You Work Curriculum Sourcebook* (#BWYWCS), by Laurie Boyce, et al., University of Wisconsin-Extension, Cooperative Extension, Madison WI, 1997.

## Slices of Time

Budgeting our time is a lot like budgeting our money. One difference is that we all start out with the same amount of time – 24 hours a day.

This circle represents a day in your life. Each slice is equal to 1 hour of the 24 hour day. Estimate how much you spend on the activities you do during a typical day. Shade in and label the slices to represent how you spend your time.



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## Handout B-1-c

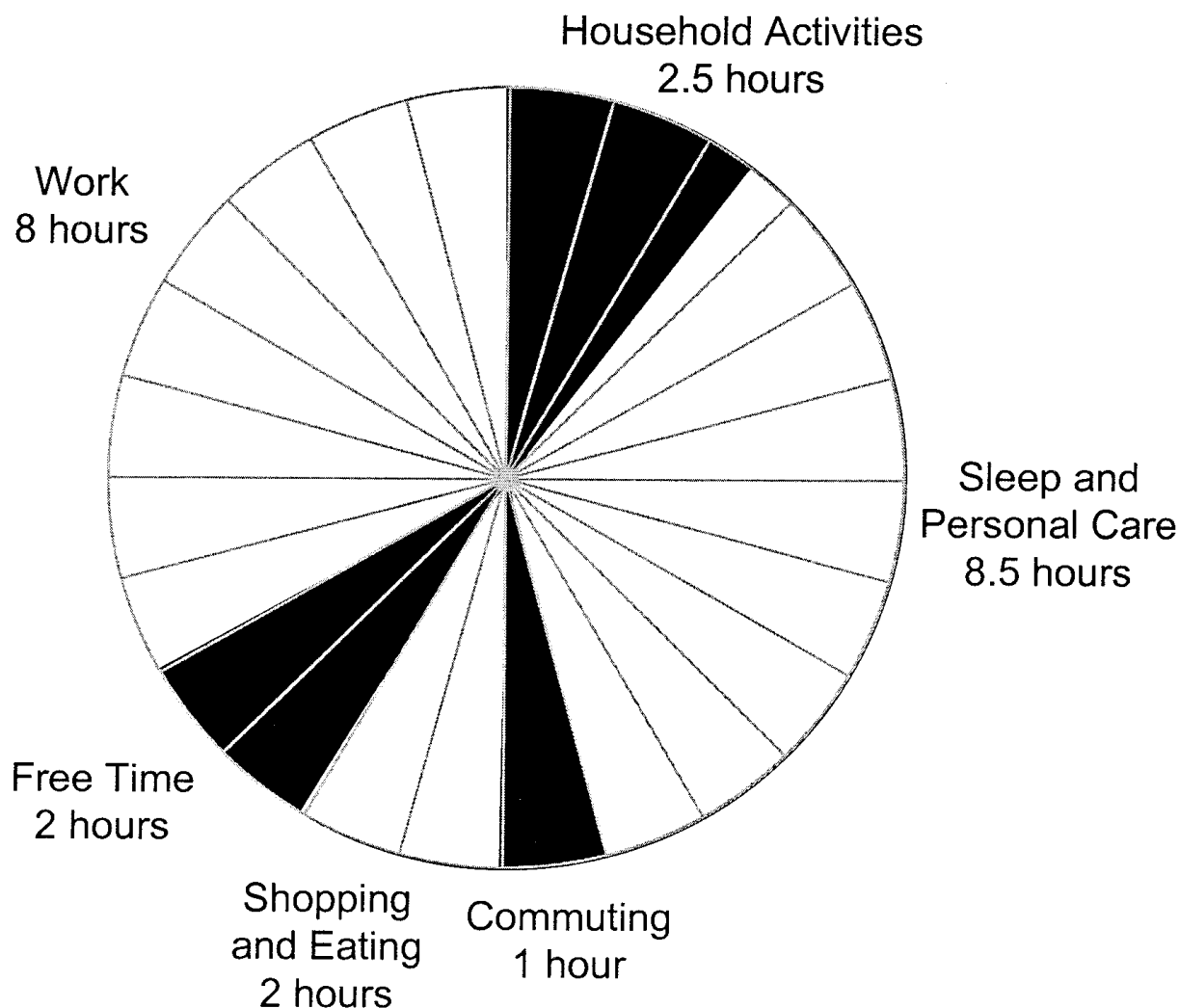
## Time Robbers

Time Robbers	Suggestions to Fight the Robber
Constant interruptions – friends, phone, doorbell, children	If possible, close a door and turn the ringer on the phone for ½ hour
Procrastination	Make lists, reward self when task complete
Doing nothing when riding the bus or waiting in waiting rooms	Read, write letters, pay bills, play games with kids, plan, relax
Keep things for years because you might need it some day	Get rid of it
Misplace things	Have a place for everything and put things back
Never plan ahead for meals	Plan 1 week at a time. Make 2 freeze 1; saves time and money
Perfectionism	Accept yourself and family – let others be perfect
Doing everything yourself	Ask for help
Think a lot about the past	Think of the future – the past is over, work toward goals
Do enjoyable things first, rather than important tasks	Use enjoyable things as a reward for doing important tasks
Watch just one more TV show	Decide ahead of time what you will watch and stick to it
Keep hitting the snooze button to get up at the latest time possible	Get up ½ hour before you need to – get a head start on the day before kids get up
Shuffle toys, newspapers, etc., from one table or area to another without ever getting them put away	Find a place for things and put things back every time
Fear of saying “no” when others ask you for time or help	Just say “no”
Never plan a day’s activities	Have a “to do” list, prioritize – think what is important to you and your family’s happiness
Place notes to self anywhere	Carry a small notebook or time planner
Never think about other errands and appointments when setting up other appointments	Schedule appointments together and make one trip for several errands
Never think about the future or set goals for yourself, your family	Plan ahead and take necessary action

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## How is Time Spent?



Source:

Robinson, James P.(1988, Dec.); Who's doing the housework? American Demographics, 10(12), 24-28

Robinson, James P.(1989, Dec.); Up close & personal. American Demographics, 11(11), 10-11

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## Tips for Taking Charge

- ✓ Keep a calendar.
- ✓ Keep a “to do” list and prioritize the list.
- ✓ Do the most important tasks when you have the most energy.
- ✓ Break big jobs into smaller tasks.
- ✓ Organize storage and work space.
- ✓ Keep important documents in one spot.
- ✓ Avoid procrastination and time robbers.
- ✓ Arrange for do-nothing time
- ✓ Let other help.
- ✓ Remember to keep on practicing.

Additional tips:

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## Avoid the Rush Before Work

- ☺ If you work the first shift, remember that mornings are a time management challenge.
- ☺ Place the items for work and child care in one familiar place.
- ☺ Have clothing for the next day ready ahead of time.
- ☺ Rise first and dress before waking others (or before children return from school.)
- ☺ Make lunches ahead of time, or if available, take advantage of free school lunches.
- ☺ Take time to eat.
- ☺ Set clocks ahead 5 or 10 minutes.
- ☺ Reward yourself for arriving at work on time.

### Additional Tips

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## 10-Minute Pick-Up

### Why?

Family members, depending on their ages, share responsibility in keeping their homes clean and organized. This activity can help make sure that things are getting done at home. It's also a fun way for family members to combine energies, get jobs done faster and feel good about doing their part.

### What do we need?

- Oven timer or alarm
- Up-beat music of your choice
- Whatever cleaning materials you need

### How long will it take?

10 minutes (or 5 or 15, whatever you choose)

### What do we do?

1. Give each family member a work area to clean. For example the kitchen, bathroom or bedroom.
2. Make sure everyone has the cleaning supplies they need to do their jobs.
3. Set the timer and shout, "Go!"
4. Ask each family member to do a good job quickly cleaning as much of their area as they can until the buzzer goes off. If anyone finishes before the buzzer goes off they can run to the nearest work area and help another family member.
5. When the time is up, allow a few minutes for last-minute cleaning. Then stand back and join in a round of applause for all who did such a marvelous job in such a short time!

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## Planning Ahead

Plan for the next 24 hours

Time of day	Activity

Plan for the next week

Day of Week _____ Activities _____
Day of Week _____ Activities _____
Day of Week _____ Activities _____
Day of Week _____ Activities _____
Day of Week _____ Activities _____
Day of Week _____ Activities _____
Day of Week _____ Activities _____
Day of Week _____ Activities _____

Try using this at home for the next week.

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