

Journal #9: Self-Management

Please remember to copy the directions for each step (printed in bold) into your journal before writing and use the 5 suggestions for creating a meaningful journal to receive your 5 points.

Part I: The 4 Quadrants

In this activity, you will assess the degree to which you are acting on purpose. YOUR PURPOSE! As you spend more time in Quadrants I & II, you will notice a dramatic improvement in the results you are creating.

1. **Write a list** (like a numbered grocery list, not in paragraph form) **of 15 or more specific actions you have taken in the past 2 days.** (The actions will be *specific* if someone could have recorded you doing them with a camcorder. No general lists.)
2. **Using an entire journal page, draw a 4-quadrant chart like the example I gave you in class.**
3. **Write each action from you list in Step 1 in the appropriate quadrant on you chart.** (After each action, put the approximate amount of time you spent in the activity. For example, Quadrant IV might be filled with actions such as these:
 - Watched TV (2 hours)
 - Phone call to Terry (1 hour)
 - Watched TV (3 hours)
 - Went to the mall and wandered around (2 hours)
 - Hung out in the cafeteria (2 hours)
 - Played video games (2 hours)
4. **What did you learn or relearned about your use of time?** To dive deeper into this part, answer questions such as:
 - What exactly did you discover after analyzing your time?
 - In which quadrant do you spend the most time?
 - What specific evidence did you use to draw this conclusion?
 - If you continue using your time in this way, are you likely to reach your goals and dreams? Why or why not?

Part II is on next page. Please complete it as well.

Part II: Improving Your Self-Management System

In this activity, you'll explore how you could improve your present self-management system. By becoming more effective and efficient in the use of time, you'll complete a greater number of important actions and maximize your chances of attaining your goals and dreams.

1. **Write about the system (or lack of system) that you presently use to decide what you will do each day.** There is no "wrong" answer, so don't let your Inner Critic or Inner Defender get involved. Answer the following questions:
 - a. How do you know what homework to due, when to prepare for tests, what classes to attend, and what instructor's conferences to go to?
 - b. How do you track what you need to do in other roles, such as your social or work life?
 - c. Why do you currently use this approach?
 - d. How well is your system working (giving examples, wherever possible)?
 - e. How do you *feel* using this approach (e.g., stressed, calm, energized, frantic, etc.)?

2. **Write about how you *could* use or adapt the 3 self-management tools I have presented in class to improve your outcomes and experiences. Or, if you do not want to use or adapt any of these tools, explain why.** Answer the following questions. Dig Deep.
 - a. How might you use the Monthly Calendar, the Next Action Lists, and the Tracking Form separately or in combination?
 - b. How could you use technology in your self-management approach?
 - c. How might you use written self-management tools not mentioned here but that you know about?
 - d. In short, invent your own system for managing your choices that you think will serve you the best and maximize your outcomes and experiences.

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