PUB 199 UB Time & Task Management Assignment

Prompt: Use the Time Management Activity Log to keep track of everything you do for 3 weekdays (do not track Saturday or Sunday). You will start upon waking in the morning on the first day, and then mark a new entry every time you start a new activity, including sleeping. You must include the date and time you started the activity, what the activity was, how you felt (e.g. alert, tired, productive), how long you spent doing the activity, and what value you place on that particular activity. For example, going to work or completing and assignment may be "high value" while binge watching T.V. might be "low value". In order for this exercise to work properly, you need to keep track of everything you do.

On the due date, you will turn in a hard copy of your logs in class and submit a Word document to this UBLearns assignment folder, which addresses the following questions:

1. What activities are you spending the most amount of time on? Are you surprised by your answer?
2. Can you identify a time of day where you feel most productive?
3. How much time are you spending on “no value” or “low value” activities versus "high value" activities?
4. What changes can you make in your schedule to help maximize the time you spend on “high value” activities during your most productive times of the day?