



Time Management Workbook

First Edition

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Purpose

Time management is one of the biggest factors that will make or break you professionally. You must be capable of balancing multiple obligations, meeting goals by set deadlines, and adjusting your schedule for changing needs.

These worksheets are designed to help you form healthy time management habits. Interns should discuss their time management habits and problems with their internship supervisor, and be accountable for their use of these worksheets.

This workbook contains the following worksheets.

- *My Schedule Worksheet*
- *Daily Checklist*
- *Weekly Checklist*
- *Goal Setting Worksheet*
- *Email Tips*

SUGGESTION: To reuse these worksheets, print them off and have them laminated at your local office supply store or print shop. Then, use a fine-point whiteboard marker to complete the worksheets.

NOTE: For tips on how to keep distractions to a minimum, read Jason C. McDonald's article, "Attack of the Focus Leeches": <https://dev.to/codemouse92/attack-of-the-focus-leeches-1mjg>

My Schedule Worksheet

Wrangling your schedule is one of the biggest steps towards time management. This worksheet is designed to help you do just that. Interns should discuss answers to this worksheet with their Internship Supervisor.

Name: _____

Start Date: _____ End Date: _____

ESSENTIALS

Days On: M T W Th F S Su

Wake Time: _____ Bed Time: _____

Days Off: M T W Th F S Su

You should have at least one dedicated day off from work.

Wake Time: _____ Bed Time: _____

If you have specific exceptions to the schedule above, mark them below.

Exception 1: M T W Th F S Su

Wake Time: _____ Bed Time: _____

Exception 2: M T W Th F S Su

Wake Time: _____ Bed Time: _____

...CONTINUED

COMPANY SCHEDULE

Check-In Due On: M T W Th F S Su

Set an alarm to remind you. Due by 7 PM Pacific.

Office Hours: _____ Total Weekly Hours: _____

MEETINGS

Weekly Departmental Meeting

M T W Th F S Su Time: _____

1-on-1 Internship Supervisor Meeting

Weekly Bi-weekly Monthly None

M T W Th F S Su Time: _____

Other Meeting: _____

Weekly Bi-weekly Monthly None

M T W Th F S Su Time: _____

Other Meeting: _____

Weekly Bi-weekly Monthly None

M T W Th F S Su Time: _____

CONTINUED...

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REGULAR SCHEDULE

On the next page, you will find a calendar chart. Using the checklist below, fill out your calendar. If you want to use a different calendar template, you may; just be sure to attach it to this completed worksheet.

- Attending School? *Mark regular CLASS and STUDY times below.*
- Working (outside of MousePaw Media)? *Mark WORK times below.*
 - Variable work schedule. (Consider using this sheet each week.)
- Do you need to commute? *Mark TRANSIT times. Remember to give yourself extra time.*
- Mark MEAL times. You should have three meals a day, and at least two should be dedicated.*
- Mark EXERCISE times. Physical activity is important!*
- Mark MousePaw Media OFFICE hours and MEETING times below.*
- Other obligations? *Mark regular family events, church/club/volunteer attendance.*
- Mark TIME OFF. Create specific times for hobbies, self-study, and free time.*
- Mark BEDTIME, using the time indicated on the previous page.*

CONTINUED...

	MON	TUES	WED	THURS	FRI	SAT	SUN
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							

Daily Checklist

Use this checklist for every day's office hours.

- Start time monitoring**, i.e. Hamster Indicator, timer, or whatever you use.
- Log Into IRC**
- Check Company Email**: Respond to emails as appropriate. Keep inbox organized.
- Log Into Phabricator**
 - Review *all* notifications.**
 - Check Calendar**: RSVP for events you're invited to.
 - Check Differential or Pholio**: Anything waiting on your review? Any feedback on your work?
 - Check Ponder**: Any questions to answer? Any answers on your questions?
 - Interact**: Make at least **one** meaningful contribution to something on Phabricator.
 - Check Maniphest**: Is your current task there?

- Work** on your current tasks.

- Update Maniphest**. Comment progress on current tasks. Mark completed tasks done. Create next tasks.
- Upload Work**: Send code to Differential. Upload graphics to Nextcloud/Pholio as needed. Post research notes to Ponder. Publish internal documentation/spec work to Phriction.
- Log Hours**: Log your time for the day on eHour; include relevant object codes (Events, Tasks, Differentials, Mocks, etc.)

Weekly Checklist

Use this checklist for every week you work.

ECO

- Read latest copy of *The Check-In*.
- Send your check-in email on scheduled day.
- Check company email and respond to messages (as appropriate).
- Log all hours for week on eHour, with appropriate object codes. (Email ECO to correct mistakes.)

MEETINGS

- Attend Departmental Meeting.
- Attend 1-on-1 Internship Supervisor Meeting (if applicable).
- Attend other scheduled meetings (if any).

WORK AND COLLABORATION

- Update Maniphrest tasks.
- Upload work to Differential/Pholio/Ponder/Phriction/Nextcloud as appropriate.
- Process all Phabricator notifications.

Goal Setting Worksheet

Goals for (select one):

The month of _____

The week of _____

PRIORITY 5

If I got nothing else done this time period, I would like to...

PRIORITY 4

After my Priority 5 goals, I really want to....

PRIORITY 3

If all goes well, I should also....

CONTINUED...

...CONTINUED

PRIORITY 2

If I have the time, I should....

- _____
- _____
- _____

PRIORITY 1

With my leftover time, I would like to....

- _____
- _____
- _____

On each goal, use the following notation to mark completion by the end of the time period.

<i>In the check box...</i>	<i>At the end of the line...</i>
✓ Goal completed in part or in whole.	... Goal to be continued in later time period.
✗ Goal not completed . Only use this if you haven't worked on the goal at <i>all</i> in the time period.	↓ Goal delayed until later time period.

Email Tips

Email can easily get out of hand. Here's a few simple rules you can use to tame your inbox. Apply these rules *every time* you check your inbox.

- Mark messages **unread** until you can read them fully.
- **Star** messages that require action from you, including reply.
- If you're waiting on action from another person regarding a message, **leave it** in your inbox.
- **Archive** messages that no longer require action.
- **Delete** automatic messages – reminders, notifications, advertisements, etc. – that you no longer need. *Never delete messages from real people contacting you directly.*
- If you find you always delete an automatic message without reading it over several weeks/months, **unsubscribe** from that particular notification, newsletter, or the like.
- Make sure you **check Phabricator often**, and always process its notifications! Once this is regular habit, you can unsubscribe from more of Phabricator's emails.