

## Time Management Balancing Act

**Directions:** For this exercise, prioritize each item in the order you think all of it should be accomplished. Number the items from one to ten. One is the item that should be done first.

- \_\_\_ Chemistry exam tomorrow morning that you've known about for a week.
- \_\_\_ Two-page English paper due tomorrow afternoon.
- \_\_\_ A friend needs your expert help with algebra – **NOW!**
- \_\_\_ Party tonight with a live band, free food, etc.
- \_\_\_ German quiz tomorrow morning that the teacher announced in class today.
- \_\_\_ Drama club meeting tonight at 8:00 p.m. and you are the president.
- \_\_\_ You promised your girlfriend/boyfriend that you would go to dinner tonight.
- \_\_\_ No clean socks or underwear. You have to do laundry.
- \_\_\_ History paper due in two days, but there is a big concert tomorrow in Orlando so you won't have time to do it tomorrow.
- \_\_\_ You need some sleep.

1. What is your rationalization for the order you selected?
  
  
  
  
  
  
  
  
  
  
2. What are at least 5 ways to avoid letting so many things pile up?
  
  
  
  
  
  
  
  
  
  
3. How should you work through and plan for upcoming commitments and assignments?