

Mountain Guide Certification

MGS 6 - Congratulations on Your Promotion to Schedule Manager!

Introduction: As someone in a leadership position, you need to learn how to manage your chosen activities in the 24 hour time period you have.

A. Using the guide below, analyze where your time is spent during the weekday.

	<i>Amount of Time</i>
1. Going to school.....	_____
2. School related activities (sports, music, drama, FFA etc.)..	_____
3. Part-time job.....	_____
4. Friends (count time spent with persons other than at school)..	_____
5. Visiting on phone or computer with friends.....	_____
6. Time spent with family.....	_____
7. Time spent alone (listening to music, reading, thinking)....	_____
8. Watching TV, playing computer games, etc.....	_____
9. Sleeping.....	_____
10. Recreation.....	_____
11. Other: _____	_____

Total - must equal exactly 24 hours _____

B. Do you see any areas where you are not spending your time productively? If so, list the number of the area below and write down how much time you could save in that area.

Area # ____ Amount of time I could save _____

Area # ____ Amount of time I could save _____

Area # ____ Amount of time I could save _____

Total Time saved: _____

C. Where Could I Benefit Most? Using the information from part A and B, choose an area that you feel you might need to spend more time developing. The amount of time available comes from the Total Time Saved in Part B and cannot exceed that amount. Also, list the benefit you would gain in each area.

Area # ____ Amount I would increase my time spent in this area _____
Benefit of spending this extra time: _____

Area # ____ Amount I would increase my time spent in this area _____
Benefit of spending this extra time: _____

Area # ____ Amount I would increase my time spent in this area _____
Benefit of spending this extra time: _____

Total – Must equal exact amount of time saved in part B.
