

Time Management Activity

Instructions: FFA officers are often involved in activities outside of FFA. Many of these activities are productive and good to be involved in. However, sometimes it is easy to fall into the trap of being over committed by being involved in too many things or becoming so focused on one area that other areas of your life suffer.

1. The following is a list of activities that may require your focus. Ask yourself, "Do I focus on any of these so much that it has a negative effect on other areas of my life?" Circle the ones where you may tend to be "over focused."
 - A. Friends
 - B. Sports
 - C. School work
 - D. Boyfriend/Girlfriend
 - E. Part-time job
 - F. FFA
 - G. Other organizations
 - H. Other: _____

2. Choose at least two of the areas listed above and list a problem that each might create by placing too much focus on them.

Area: _____

Problem: _____

Area: _____

Problem: _____

3. **Making Tough Choices:** Read the following scenarios and circle which response you would choose. Be ready to explain why you made that choice. There is no right or wrong answer.
 - A. You are involved in sports, and practice takes place right after school for three hours a night. The officer team needs to plan a recruitment activity for junior high students. Everyone can get together at 7:00 p.m. on Monday night; however, your chorus instructor has slotted you to practice your solo for the district music contest at this same time, and he has no other time slots available. The music contest is on Tuesday. Your choices:
 1. Tell your fellow officers you cannot attend the meeting.
 2. Tell your music instructor you cannot practice that night.
 3. Other options? (Explain if you have another option.)
 - B. You work after school from 4:00 p.m. until 8:00 p.m. on Mondays and Thursdays. Tuesday night is usually open for you. The second Tuesday of each month are FFA meetings beginning at 7:00 p.m. You are serving as secretary. On Tuesday afternoon of the meeting, your boss calls you and asks you to work a shift for another employee. You will have to work until 8:00 p.m. Your choices:
 1. Tell the boss you have a prior commitment to the FFA meeting.
 2. Tell your fellow officers you can't be at the meeting.
 3. Other options? (Explain if you have another option.)

Why did you make this choice?

Why did you make this choice?

4. As an FFA officer, FFA should be one of your priorities. However, it is possible for several important priorities to conflict, placing you in the position of making a tough choice. It is possible that focus on each of your priorities may shift from time to time depending on the situation. Discuss with the other team members the following:
 - A. As a group, come up with two examples when switching your focus from FFA to other activities would be appropriate.
 1. Example 1:

 2. Example 2:

 - B. As a group, come up with two examples when switching your focus from FFA to other activities **would not be** appropriate.
 1. Example 1:

 2. Example 2:

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.

Activity	Amount of Time Spent
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	
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 activities where you are not spending your time productively? If so, list the number of the activity in the space provided below, and write down how much time you could save in that area.

Activity _____ Amount of time I could save: _____

Activity _____ Amount of time I could save: _____

Activity _____ Amount of time I could save: _____

Total Time Saved: _____

- C. Where Could I Benefit Most? Using the information from Parts A and B, choose an activity 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 by spending more time in that activity.

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

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

Activity _____ 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): _____