

## Steps to Plan Your Time

### The TAP System

MATERIALS: all located on class website

#### STEP 1: TRACK

- ✓ **Track** all your activities for 3 days on one of the weekly time grids
  - Download from website
- ✓ **Be honest!**
  - If you watch a movie for two hours, go bowling, or play solitaire record the total time that you spent in these activities.

#### STEP 2: ANALYZE

- ✓ After you have tracked your time for 3 days, you are ready to **analyze** how you spend your time.
- ✓ Use the *Evaluation of Time Grid*
  - Download from website
- ✓ **Be honest** in your analysis.
  - The purpose of this step is to determine how you spend your time compared to how you think you spend your time.
  - Thinking and doing are different actions, particularly in time management!

#### STEP 3: PLAN

- ✓ On a new blank time grid, plan your time for the next week.  
To do this, consider the following in the order listed:
  - a. All fixed time activities (work schedule, classes, practices, etc...)
  - b. Other regular activities (eating, sleeping, grooming, recreation)
  - c. Any unusual activities you have already scheduled (doctor appointments, lunch with friends, birthdays/other occasions, meetings, children's activities)
  - d. Homework time and study tasks for the week

If you follow the TAP (Track, Analyze, Plan) system regularly, you will find that it will become a part of your routine. Soon YOU will be controlling your own time!!