

Addressing Shortcomings: Time Management

I was able to accomplish a lot through the opportunities that I received in Composition 250, but one main shortcoming held me back from creating work with depth. I was not able to manage my time due to a lack of engagement and commitment to the work that I was doing. Although this is a fact, I believe that I am able to change my ways and take what I have learned in class to the outside world.

Whether our lives be sporadic and wild, or we prefer to keep calm and relax, every person can benefit from knowing what they spend their time doing. Categorizing is a way that we can help ourselves make the most out of our time.

Knowing and embracing the fact that I have to do all of these tasks puts me into a better position to balance what life throws at me. If I were not aware of this fact, I would spend all of my time talking to people, while neglecting to eat, sleep, read, and write. This has happened to me many times over the course of the semester, which is how I became spurred to change my poorly managed time for the better.

By knowing everything that I have to do, (for better or for worse) I can allocate time in a more effective manner. I have analyzed my schedule from the past semester to see if allocating my time differently would have allowed me to complete more. Below I have categorized all of the things that I need to do and have placed them in a current model schedule and an ideal schedule.

- **Sleeping** – Humans all need sleep, but I find that being in college, sleep sometimes gets neglected in favor of a number of other activities.
- **Eating** – Just another thing that I cannot get away with

not doing!

- **Socializing**– I am an extrovert and I know it! I love to build relationships with other human beings by asking questions and conversing.
- **Work Related**– As an RA, weekly meetings and duty take up a lot of time and energy, but they are things that have to be done.
- **Exercise** – At the current time, I do not exercise daily, but I believe that starting would end up becoming a positive force for me.
- **Classes** – As a student, I must attend and be present in all of my classes if I expect to be successful.
- **Schoolwork**– Analyzing and inquiry are central skills to becoming a historian, so it is not surprising that a decent amount of my time is spent working on my composing and reading skills. Researching and learning new things is an essential practice of historians, arguably vital to life in general.

View my [ideal week](#) vs my time management [presently](#).

Staying up late and wasting time in general during the day is not having a positive impact on my learning. If I can change how I behave to match my ideal schedule, I believe that I can attain a healthier balance in life, and in turn improve the work that I am doing. When I stay up late, I end up missing class and skipping meals, which are both not good for my advancement as a human being.

Obviously these schedules aren't completely accurate representations of what happens in my life everyday. The point that I am trying to bring across is that if I go for a more healthy consistency in my scheduling, I will produce consistently better work.

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