

# ONE METHOD OF ORGANIZING YOUR TIME

Organizing your time can be a simple task. It can be done at a glance with a minimum of equipment and some sort of categorical breakdown of your time. All you need is an appointment calendar (either the month-at-a-glance or the week-at-a-glance kind) and four felt tip pens of different colors.

Organizing your time will depend on your activities and priorities. The following headings are suggested: a) work obligations, b) social commitments, c) individual responsibilities and d) leisure activities.

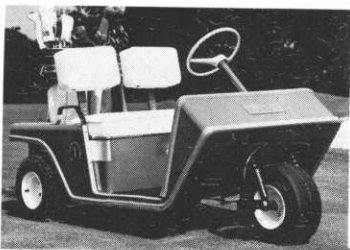
If you are a student you could replace work obligations with study obligations. Or if you are married you could substitute family for individual responsibilities. Next, assign a different color felt tip pen for each heading. (To help you remember the color schemes, you can mark the color and its corresponding category in the front of a calendar book or on top of a large calendar.) Write in the particular activity with the color felt tip pen representing that activity. Once complete the entries will let you, at a glance, know just exactly how you are spending your time.

Here are some tips to keep in mind when doing your planning:

- a. **WORK OBLIGATIONS.** As well as keeping track of appointments, travel plans and conventions, you shouldn't forget educational opportunities, like seminars, that keep you up to date in your profession.
- b. **SOCIAL COMMITMENTS.** This is for work-related social activities that help to establish and maintain your professional contacts.
- c. **INDIVIDUAL RESPONSIBILITIES.** This includes nonwork-related activities, such as family picnics, a dinner with your wife, a movie with a friend, a school's open house, visiting relatives or the like.
- d. **LEISURE ACTIVITIES.** This is a very important category, the time spent on yourself. Jogging, bicycling, dancing, spending time with the guys, hunting and the like are activities in which people participate and for which time should be apportioned.

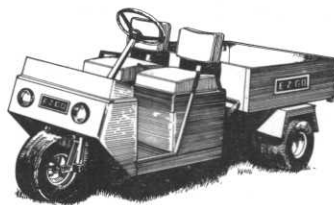
This system is simple and effective. It helps you see priorities, gives you a glimpse of how much time you are allotting to the different parts of your life and suggests categories from which you can add or subtract time. Also, you can file the finished calendar for reference.

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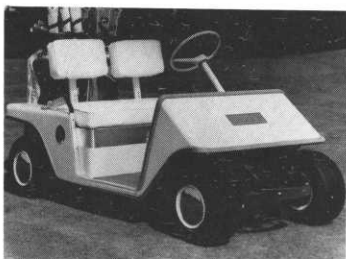
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