**Purpose of assignment**Wise use of time is a major indicator of success in college, at work, and in other environments. Because of multiple commitments, demands, interruptions and distractions, it is easy for anyone to steer off course from what s/he really wants to do. Nonetheless, to achieve exceptionally important goals such as finishing this course and others successfully, it helps to manage what you are doing, when you are doing it, and how well you are doing it.

One purpose of this exercise is to track the time you are spending as you work on a particular assignment for class. Another purpose is for you consciously to take constructive steps that will help you improve your work and meet your goals.

Another reason for this focus is to help you link the **time** you have given to the assignment and the **quality** of the assignment outcome. You should be aware, however, that, by themselves, effort and time spent on assignments may not always produce the grade(s) you want, but, without them, your likelihood of success is most likely greatly diminished.

**Instructions**

1. **Prepare your workplace.**

* Have a dedicated spot for doing your work.
* Keep your textbook and supplies there and readily available.
* Get your snack and drink before you begin.

1. **Manage potential interruptions and distractions.**

* Ask friends/family members not to call or otherwise distract you.
* Turn off electronic devices.
* Take deliberate steps not to read or respond to email or any social media accounts (like Facebook).

1. **Plan your breaks.**

* Consider ahead of time how many breaks you will take and when. If you take too many, you may lose focus. If you don’t take any, your work may suffer in quality. Suggestion: every 15 to 20 minutes. If you are heavily involved in your task, continue working, but try not to forego breaks during a long work-session.

1. **Work on and complete your assignment.**

* Begin early.
* Review assignment instructions before you begin.
* Re-read any handouts and/or your notes.
* Follow all instructions.

1. **As you are working, use the Timesheet to check off the actual time you spend.**

* You may not complete the entire assignment in one sitting, and that is fine. However, each time that you sit down to work on it, make sure that you are checking off the time spent on the assignment. You may use additional time check sheets if necessary.

1. **Submit timesheet in class.**
2. **Complete the Time and Commitment Worksheet and Rubric forms in class.**

* After you have received credit for completing the forms, they will be collected and submitted anonymously.

**Record-keeping Identification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time Worksheet**As you work on your assignment, check off actual time spent in 15-minute increments. Optional: record day and time(s).

|  |  |  |
| --- | --- | --- |
|  | **Day** | **Time** |
| * 15 minutes |  |  |
| * 15 minutes |  |  |
| * 15 minutes |  |  |
| * 15 minutes |  |  |
|  |  |  |
| * 15 minutes |  |  |
| * 15 minutes |  |  |
| * 15 minutes |  |  |
| * 15 minutes |  |  |
|  |  |  |
| * 15 minutes |  |  |
| * 15 minutes |  |  |
| * 15 minutes |  |  |
| * 15 minutes |  |  |
|  |  |  |

Total time spent

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Record-keeping Identification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:** Rank each statement according to the degree that you accomplished it. To become more aware of your actual habits, answer honestly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Not at all** | **Somewhat** | **Almost completely** | **Completely** |
| I attended the classes that helped to prepare me for this assignment. | 1 | 2 | 3 | 4 |
| I started this assignment early. | 1 | 2 | 3 | 4 |
| I allowed enough time to word-process, print and staple the assignment professionally. | 1 | 2 | 3 | 4 |
| I reviewed and understood the requirements of the assignment before I began. | 1 | 2 | 3 | 4 |
| I spent focused time on the assignment.  I took deliberate measures to avoid interruptions while I was working on this assignment.  *I did not text, read or respond to e-mail or social media accounts (like Facebook) or use any other electronic devices. I asked friends/family not to call.* | 1 | 2 | 3 | 4 |
| I completed each requirement of the assignment. | 1 | 2 | 3 | 4 |
| I achieved the objectives of the assignment. | 1 | 2 | 3 | 4 |
| I spent enough time on this assignment. | 1 | 2 | 3 | 4 |
| I turned the assignment in on time. | 1 | 2 | 3 | 4 |
| I sought help for this assignment from an outside source (writing center, parent, friend, professor, other) | 1 | 2 | 3 | 4 |
| I took a positive attitude toward this assignment. | 1 | 2 | 3 | 4 |

**Quality Time and Commitment to Assignment: Barriers**In trying to complete this assignment, what barriers, if any, did you encounter? Explain on back of sheet.

**Barriers to Achievement (if any)**