

Time Management Scenario

Tim is an 18 year-old student who just started his senior year of high school. He will graduate from high school this spring. He's been working at an auto body shop and really likes the work. He's decided to go to a technical school after graduating to learn the trade and open his own garage someday. His boss really likes him and wants him to work about 20 hours per week.

Tim lives in an apartment with his mom and two younger sisters. The family manages the apartment building so Tim has to devote 10 hours per week to things like cleaning hallways and fixing leaking faucets.

It's always been tough for Tim to organize his time and prioritize what to do when. It is now December and the first semester of school is almost over. Tim is overwhelmed and worried that his grades are slipping so much that he might not graduate on time. He's come to you for advice on how to manage his life.

Tim tells you his boss at the body shop can be somewhat flexible with his work hours because he doesn't want to lose his best worker. He thinks he needs to study about 10 hours during the week and about 6 hours on the weekend. He also has a standing date with his girlfriend every Saturday night.

How can Tim organize his time and keep balance in his life? Use the *Weekly Commitment Calendar* to help Tim take charge of his time.