

WORKING INDIVIDUALLY

Activities

1. Read the following sentences carefully and write your answers on a piece of a paper
 - Take some time to write down what you **think** you are spending the 3 days doing.
 - In the 3 days afterwards keep a Time journal.
 - Afterwards **compare** your Time journal with what you thought you were doing. Is the outcome the same as expected?
2. Make a to do list for your coming week (*See Bullet Journal/ To do list below*)
3. If there is a wedding party of one of your family members, how will you manage that in a timely manner?

Bullet Journal/ To do list

Bullet Journal is a planner of some sort where you simply jot down all your tasks, notes or appointments on a day to day basis. If you have accomplished a task, simply tick it.

Steps of making a bullet journal:

- 1) Create a “to do list”. Each item of to do list is called an “action item”. Some Action Items require multiple steps... For these, indent a space, and write all of the necessary steps.
- 2) For ones that have to be done by a certain day, make sure to write the day next to it.
- 3) Some projects are large and complicated. For these, create a new column.
- 4) Add a ‘Requests’ Column. These are things that you are waiting for from other people. When the other person completes this for you, tick it off.