

Time Management Case Study

Now, it is your turn to help the Mitchell Family. Use your newly acquired knowledge of time management to help this family efficiently accomplish all the tasks they need to in the coming week. Consider all of their appointments, practices, chores, jobs, and events to create a schedule that will allow them to attend and accomplish as much as possible. Prioritize their tasks to determine which are most important and must be included in the schedule. You may decide that the Mitchell Family can not attend to everything. If this is the case you must provide a two sentence explanation as to why you omitted a commitment from their schedule. Use the graph to create a schedule for the Mitchell Family to follow. Their week ahead is on the reverse side of this paper. After you have completed the schedule, complete the reflection.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

The Mitchell Family's Week Ahead

<p style="text-align: center;">Dad</p> <p>Works Thursday - Monday 3pm - 11pm</p> <p>Mows lawn weekly - 2 hours</p> <p>Checks/repairs car weekly - 1 hour</p> <p>Cleans up dinner daily-½ hour</p> <p>Vacuums floors twice a week - ½ hour</p> <p>Vet Appointment Monday 9am - 10am</p> <p>Garage appointment for inspection Tuesday 11am - Noon</p>	<p style="text-align: center;">Mom</p> <p>Works Monday - Friday 8am - 3pm</p> <p>Cooks dinner daily - 1 hour</p> <p>Packs lunches daily - 1 hour</p> <p>Does laundry/ironing twice a week - 6 hours</p> <p>Cleans bathrooms once a week- ½ hour</p> <p>Dr appointment Monday at 4 pm</p> <p>Grocery Shopping - 2 hours</p>
<p style="text-align: center;">Jarrett</p> <p>No School - summer vacation</p> <p>Attends Summer Day Camp 8am - 3pm daily</p> <p>Cleans room weekly - 1 hour</p> <p>Takes out garbage & sorts recycling daily - 15 min</p> <p>Feeds & brushes dog daily - 15 min</p> <p>Baseball Practice daily 4pm - 5pm</p> <p>Baseball game Saturday 10am-11:30am</p> <p>Play Date with a friend Saturday 1:30pm - 4:00 pm</p>	<p style="text-align: center;">Sarah</p> <p>No School - summer vacation</p> <p>Attends Summer Day Camp 8am - 3pm daily</p> <p>Cleans room weekly - 1 hour</p> <p>Dusts weekly - 1 hour</p> <p>Feeds & brushes cat weekly - 15 min</p> <p>Dance Practice on Thursday at 6pm</p> <p>Dance Recital Saturday 1:00pm - 3:00 pm</p>

Time Management Case Study Reflection:

1. Which member of the family was it most difficult to complete a schedule for? Why?
2. Which task or activity was the most difficult to fit into the schedule? Why?
3. Which time management strategies did you use to create this schedule? Give an example of how each was used.
4. List two time wasters that you think might challenge this family's schedule. Give an example for each one.
5. Were there any tasks that you had to omit from the Mitchell Family's schedule? If so, list those that you omitted and write a two sentence defense as to why you omitted them.

