

Learning Strategy: Assessment of Current Activities

Adapted from *Learning for Success* by Fleet, Goodchild, & Zajchowski (2006)

Having too many competing commitments can be stressful and overwhelming. This time management strategy helps students to see if they are overcommitted. It also allows you to set priorities, making it easier for you to decide which activities you may need to reduce, eliminate, or postpone if necessary.

Include all the academic and non-academic activities you engage in during the week, including sleep, travelling to school/work, household chores etc. Once you have accounted for everything, total the number of hours per week spent on activities and compare that to the number of actual hours in a week. This can help you determine if you are too busy to balance your commitments.

Activity	Hours per Week	Regular or Occasional	Essential or Optional	Priority: High, Med, Low