

# TIME MANAGEMENT EXERCISE



## 1: EVALUATE

How are you currently managing your schedule? What appointments, classes, shifts at work, etc. do you keep track of and attend?



## 2: QMAIL RESOURCES

If you haven't already, the mentee can set up their QMail Calendar. You can view a full training on how to do [this here](#):



## 3: MENTOR'S CALENDAR

How does the mentor keep track of their calendar and organize their time? If the mentor is comfortable, please share their work calendar with the student. What software/tools do you use?



## 4: SCHEDULING CHALLENGE

The mentee and mentor should take a few minutes to schedule a week of their life. Try to include every class, meeting, family and work commitment in your QMail Calendar. Include study/exercise/leisure time.



## 5: REFLECT

After scheduling a full week, did you have time for yourself? Did you have enough time to complete your coursework and meet your professional commitments? What would you change?



## 6: CONTINUE TIME MANAGEMENT

Time Management is one of the hardest parts of our lives. Using the techniques in the video and this exercise, try to set a monthly appointment for your mentoring meeting!