

Personal Management Merit Badge

Time Management - Requirement 8

8. *Demonstrate to your merit badge counselor your understanding of time management by doing the following:*
 - a. *Write a "to do" list of tasks or activities, such as homework assignments, chores, and personal projects, that must be done in the coming week. List these in order of importance to you.*
 - b. *Make a seven-day calendar or schedule. Put in your set activities, such as school classes, sports practices or games, jobs or chores, and/or Scout or place of worship or club meetings, then plan when you will do all the tasks from your "to do" list between your set activities.*
 - c. *Follow the one-week schedule you planned. Keep a daily diary or journal during each of the seven days of this week's activities, writing down when you completed each of the tasks on your "to do" list compared to when you scheduled them.*
 - d. *With your merit badge counselor, review your "to do" list, one-week schedule, and diary/journal to understand when your schedule worked and when it did not work. Discuss what you might do differently the next time.*

Step 1: *Write a "to do" list of tasks or activities, such as homework assignments, chores, and personal projects, that must be done in the coming week. List these in order of importance to you. (Requirement 8a).* Note, this should include something that will help you in achieving one or several of your long-term goals. For example, if you've set a long-term goal of becoming an Eagle Scout, you should have something on your list that relates to that goal, such as working on this merit badge. The list should also include your recreational activities. If you plan to set aside some time to play video games, watch TV, etc, include this on the list.

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Step 2: Next, using the week calendar, mark off all of your time commitments (appointments, scheduled activities such as school and sports practice, or family commitments such as dinner). The book calls these “set activities”. Also, mark off other time you might not be available, such as when you’ll be sleeping. This will show you how much time you have left for non-scheduled activities.

Step 3: Starting with the **most important** things on your “to do” list in step one above, indicate on your calendar when you will set aside the time to complete those tasks.

Step 4: Look at the calendar again. If there are any “open” time slots, decide what you want to do with them. Do you want to spend more time on your long-term goals, or just designate the time for recreation? Either way, fill in your planned activities for that time.

At this point your calendar should be complete. You should have a plan for your entire week with all of your time designated for some activity (even if that activity is “goofing off”). Now it’s time to follow the plan. Go to the next page.

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The following will walk you through requirements 8c and 8d.

Follow the schedule that you have planned for each day. It's OK to modify the schedule if unplanned activities come up, but you should try hard to stick to the original schedule.

8c – Follow the one-week schedule you planned. Keep a daily diary or journal during each of the seven days of this week's activities, writing down when you completed each of the tasks on your "to do" list compared to when you scheduled them.

Day	Diary Entries (compare plan to actual)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

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8d. With your merit badge counselor, review your "to do" list, one-week schedule, and diary/journal to understand when your schedule worked and when it did not work. Discuss what you might do differently the next time.

Make notes below: