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| NGPF_LG.png | NGPF Activity BankCareer #27 |

INTERACTIVE: How Do You Manage Your Time?

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| Interactive: [**Podio's The Daily Routines of Famous Creative People**](https://podio.com/site/creative-routines) |

Time management is an important soft skill that we can practice on a daily basis. Whether you are a student, a working professional, or a stay-at-home parent, time management is instrumental to prioritizing and achieving your goals. However, how you manage your time will likely be different than how other people manage their time. In this activity, you’ll get the chance to see how your time management compares to others’. Who knows? You may even be inspired to try out different types of schedules!

**Part I: Your Time Management**

1. Think about how you typically use your time every day. In the table below, fill out the “Me” row by putting an approximate number of hours per day that you spend on the activities.

 *Ex: If you typically sleep for 8 hours, you would put* ***8 hrs****.*

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|  | Sleep | Creative Work (or Homework) | Day Job/Admin (or School) | Food/Leisure | Exercise | Other |
| Me |  |  |  |  |  |  |
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1. Next, open the [interactive](https://podio.com/site/creative-routines), which shows the daily routines of some of the most famous creative people. Briefly skim through the bios (hover over the “i” icon to the left of the person’s name) and select 3 people you’d like to compare your time allocation and schedule with. Enter their names in the table above.
2. Now, examine the daily schedules of the people you selected.
	1. Click on the categories at the top of the interactive to isolate specific activities. Hover your mouse over the different sections to get more detail about that activity for each person.
	2. For each person you selected, enter the number of hours and percent per day that they spent on the activities in the table above.
3. Of the three people you selected, who managed their time **most** like you? Who managed their time the **least** like you?

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1. Did the person who managed their time most like you have a similar *schedule*? (For example, you both may spend 8 hours on sleep, but is it around the same times of the day/night?) Note any significant differences and/or similarities.

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1. Take a few minutes to explore the routines of some of the other people in the interactive. What aspects of their schedule stand out to you? Why?

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**Part II: A Day in the Life of Americans**

You’ll now get the chance to look at how people today in the U.S. spend their time on a daily basis. This visual from [Flowing Data](https://flowingdata.com/2015/12/15/a-day-in-the-life-of-americans/) shows the results of the 2014 American Time Use Survey, “which asked thousands of people what they did during a 24-hour period. [The author] used the data to simulate a single day for 1,000 Americans representative of the population - to the minute.”

1. Scroll down about ¼ of the page until you get to the visual. As time goes by on the left-hand side, you’ll notice how people spend their time over the course of the day on the right-hand side. You can speed up the time (we recommend doing MEDIUM) and read the helpful blurbs that pop up at different sections of the day that describe trends. Watch at least **one full day** of the visual before answering the questions below.
2. How does your daily schedule and the number of hours you spend on different activities compare to the data you saw in the visual?

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1. What trends, if any, in the data surprised you? Explain.

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1. How does the modern American schedule compare to the schedules you saw for the famous creative people? What do you think accounts for any similarities and differences?

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**Part III: Connect the Dots**

1. All of the famous people in the interactive are widely known for their creative contributions to society. Yet, they each have a unique way of managing their time. What does this reveal?

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1. Does the way you currently manage your time reflect what is *important* to you in your life? If not, how can you better manage your time so that it does?

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1. Read the featured quotes at the bottom of the *Daily Routines of Famous Creative People* interactive. What overall advice do these quotes provide on time management? Do you agree? Why or why not?

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