

Type: Assignments

Subject: Nursing Leadership Course

Subject area: Nursing

Education Level: Undergraduate/College

Length: 1 pages

Referencing style: APA

Preferred English: US English

Spacing Option: Double

Title: TIME MANAGEMENT

Focus: answer question under discussion.

Structure: non specific word count

Important notes: apply co: course outcomes, shown on first page of upload. also mention utilizing time management tool which is making a schedule of due dates, time set aside for studying etc,

Uploaded files:

Time Management

Name

Institution



I spend most of my time engaging in various leisure activities including swimming, watching movies and chatting with friends. Engaging in these leisure activities has adversely affected my life since I lack sufficient time to engage in more productive tasks including conducting research in my field, engaging physically with professionals hence boost my self-esteem and engaging in physical activities to improve my physical health among other activities. I did not expect to spend most of my time engaging in leisure activities since such activities are not productive and reduce time spent on more important activities.

I will rearrange my schedule mainly by prioritizing the tasks to ensure that there is sufficient time for studies. Tony Robbins created the Rapid Planning Method (RPM) to enable people to plan their time and achieve the most important tasks. The tool is not a time management tool but a tool that enable people to re-think about their time. The tool asks three main questions including what are the results you want to achieve? What is the purpose for your time management? What action do you need to take to achieve the results? Based on the RPM, I will determine the specific results that I want to achieve which include creating more time for studies, ensure that I concentrate fully during the online lessons and ensure that I achieve my daily responsibilities. I plan to rearrange my daily activities to ensure that studies are allocated sufficient time.

I plan to determine the daily activities in the morning before engaging in any leisure activity include chatting. I also plan to arrange the tasks based on their priority and only engage in leisure activity at a specified time. I also plan to allocate more time for learning, both personal learning and attending online lessons. I also plan to have sufficient time for socializing with professionals and friends, engage in my daily activities and engage in physical exercises. Google Calendar is a sufficient tool to ensure that I implement the plan. I will therefore develop a list of

activities based on the RPM model described by Tony Robbins then use Google Calendar to implement the activities.