

Week 1

Discussion: Now that you've completed the time management tool in the Week 1 Lesson, address these items in your answer:

- **Describe how you spend most of your time. Is this what you expected? Why or why not?**
- **How will you rearrange these items to dedicate enough time to your schoolwork?**
- **What changes do you want to make? What professional resources are available to help with those changes?**

Answer:

As a new nurse, most of my time is spent working and learning. I find myself picking up extra shifts weekly in order to learn as much as I can every shift. On my off days, you will find me fulfilling orders for my small business. I love to make things and see a customer's vision really come to life with a little creative spark. Between that I am also a wife/mother/family cook/laundry worker/dog keeper/house cleaner/and the list goes on. Reflecting back on my last weeks work schedule and life schedule as I write this, I suppose my off days are not used to the full potential I had imagined pre-graduating. I am one who fills my schedule, I hate sitting at home with nothing to do, I am always moving about finding something to do around the house, sitting still on the couch is just not in my genes. I imaged my off days not being so tired. I am usually exhausted, especially after 3 shifts in a row. As a mother and wife, off days from work are never really off days I have quickly realized.

Structure. List. Schedule. That is what I use on my off days. Starting the day with a clearly written out list of what I need to accomplish has helped me. What I have realized, because life gets in the way sometimes, is that my "list" will quickly become "oh that can wait until next week", or "I started that so let me mark it off anyways". The satisfaction of crossing off everything at the end of the day makes me feel as though my day was not wasted.

With returning to school I need to hold myself more accountable. . Fill my schedule with mundane tasks is not going to keep me level headed and chipping away towards my goals. Although online learning comes with the bonus of the flexibility, it can be hard to hold yourself accountable and not stick school on the back burner since it can be done at anytime of the day or night. I believe making a list weekly of the assignments during the week I need to complete and