



THE UNIVERSITY OF  
NEW MEXICO®

# **Take Charge of Your Time**

**A Time Prioritization Training  
Activity Packet**



# Values Activity

## What are your Values?

In contrast to goals, values are not about what you want to get or achieve. Instead, values are more about how you want to behave or act on an ongoing basis. Understanding our values is a powerful tool for guiding our actions and selecting our goals.

Below is a list of 100 values adapted by the Personal Values Card Sort. Each Value can be ranked as 1) Not important to me or 2) Somewhat important to me or 3) Important to me or 4) Very important to me or 5) Most important to me. Go through the list and classify each value (1-5). Make sure to mark at least ten values as a 5. Then go through the list of 5's and select your top 5 values.

- |       |                   |   |
|-------|-------------------|---|
| _____ | 1. Acceptance     | to be accepted as I am                                |
| _____ | 2. Accuracy       | to be correct in my opinions and beliefs              |
| _____ | 3. Achievement    | to have important accomplishments                     |
| _____ | 4. Adventure      | to have new and exciting experiences                  |
| _____ | 5. Art            | to appreciate or express myself in art                |
| _____ | 6. Attractiveness | to be physically attractive                           |
| _____ | 7. Authority      | to be in charge of others                             |
| _____ | 8. Autonomy       | to be self-determined and independent                 |
| _____ | 9. Beauty         | to appreciate beauty around me                        |
| _____ | 10. Belonging     | to have a sense of belonging, being part of           |
| _____ | 11. Caring        | to take care of others                                |
| _____ | 12. Challenge     | to take on difficult tasks and problems               |
| _____ | 13. Comfort       | to have a pleasant and comfortable life               |
| _____ | 14. Commitment    | to make enduring, meaningful commitments              |
| _____ | 15. Compassion    | to feel and act on concern for others                 |
| _____ | 16. Complexity    | to embrace the intricacies of life                    |
| _____ | 17. Compromise    | to be willing to give and take in reaching agreements |
| _____ | 18. Contribution  | to make a lasting contribution in the world           |
| _____ | 19. Cooperation   | to work collaboratively with others                   |
| _____ | 20. Courage       | to be brave and strong in the face of adversity       |
| _____ | 21. Courtesy      | to be considerate and polite towards others           |
| _____ | 22. Creativity    | to create new things or ideas                         |
| _____ | 23. Curiosity     | to seek out, experience, and learn new things         |
| _____ | 24. Dependability | to be reliable and trustworthy                        |
| _____ | 25. Diligence     | to be thorough and conscientious in whatever I do     |
| _____ | 26. Duty          | to carry out my duties and obligations                |
| _____ | 27. Ecology       | to live in harmony with the environment               |
| _____ | 28. Excitement    | to have a life full of thrills and stimulation        |

- \_\_\_\_\_ 29. Faithfulness    to be loyal and true in relationships
- \_\_\_\_\_ 30. Fame                to be known and recognized
- \_\_\_\_\_ 31. Family                to have a happy, loving family
- \_\_\_\_\_ 32. Fitness                to be physically fit strong
- \_\_\_\_\_ 33. Flexibility            to adjust to new circumstances easily
- \_\_\_\_\_ 34. Forgiveness        to be forgiving of others
- \_\_\_\_\_ 35. Freedom             to be free from undue restrictions and limitations
- \_\_\_\_\_ 36. Friendship         to have close, supportive friends
- \_\_\_\_\_ 37. Fun                    to play and have fun
- \_\_\_\_\_ 38. Generosity         to give what I have to others
- \_\_\_\_\_ 39. Genuineness        to act in a manner that is true to who I am
- \_\_\_\_\_ 40. God's Will            to seek and obey the will of God
- \_\_\_\_\_ 41. Gratitude            to be thankful and appreciative
- \_\_\_\_\_ 42. Growth              to keep changing and growing
- \_\_\_\_\_ 43. Health                to be physically well and healthy
- \_\_\_\_\_ 44. Honesty              to be honest and truthful
- \_\_\_\_\_ 45. Hope                 to maintain a positive and optimistic outlook
- \_\_\_\_\_ 46. Humility             to be modest and unassuming
- \_\_\_\_\_ 47. Humor                to see the humorous side of myself and the world
- \_\_\_\_\_ 48. Imagination        to have dreams and see possibilities
- \_\_\_\_\_ 49. Independence        to be free from depending on others
- \_\_\_\_\_ 50. Industry             to work hard and well at my life tasks
- \_\_\_\_\_ 51. Inner Peace         to experience personal peace
- \_\_\_\_\_ 52. Integrity            to live my daily life in a way that is consistent with my values
- \_\_\_\_\_ 53. Intelligence        to keep my mind sharp and active
- \_\_\_\_\_ 54. Intimacy             to share my innermost experiences with others
- \_\_\_\_\_ 55. Justice                to promote fair and equal treatment for all
- \_\_\_\_\_ 56. Knowledge            to learn and contribute valuable knowledge
- \_\_\_\_\_ 57. Leadership            to inspire and guide others
- \_\_\_\_\_ 58. Leisure                to take time to relax and enjoy
- \_\_\_\_\_ 59. Loved                 to be loved by those close to me
- \_\_\_\_\_ 60. Loving                to give love to others
- \_\_\_\_\_ 61. Mastery             to be competent in my everyday activities
- \_\_\_\_\_ 62. Mindfulness         to live conscious and mindful of the present moment
- \_\_\_\_\_ 63. Moderation            to avoid excesses and find a middle ground
- \_\_\_\_\_ 64. Monogamy            to have one close, loving relationship
- \_\_\_\_\_ 65. Music                 to enjoy or express myself in music
- \_\_\_\_\_ 66. Non-Conformity      to question and challenge authority and norms
- \_\_\_\_\_ 67. Novelty                to have a life full of change and variety
- \_\_\_\_\_ 68. Nurturance         to encourage and support others
- \_\_\_\_\_ 69. Openness            to be open to new experiences, ideas, and options
- \_\_\_\_\_ 70. Order                 to have a life that is well-ordered and organized
- \_\_\_\_\_ 71. Passion             to have deep feelings about ideas, activities, or people

- \_\_\_\_\_ 72. Patriotism      to love, serve, and protect my country
- \_\_\_\_\_ 73. Pleasure            to feel good
- \_\_\_\_\_ 74. Popularity          to be well-liked by many people
- \_\_\_\_\_ 75. Power                to have control over others
- \_\_\_\_\_ 76. Practicality        to focus on what is practical, prudent, and sensible
- \_\_\_\_\_ 77. Protect              to protect and keep safe those I love
- \_\_\_\_\_ 78. Provide             to provide for and take care of my family
- \_\_\_\_\_ 79. Purpose            to have meaning and direction in my life
- \_\_\_\_\_ 80. Rationality        to be guided by reason, logic, and evidence
- \_\_\_\_\_ 81. Realism            to see and act realistically and practically
- \_\_\_\_\_ 82. Responsibility    to make and carry out responsible decisions
- \_\_\_\_\_ 83. Risk                to take risks and chances
- \_\_\_\_\_ 84. Romance          to have intense, exciting love in my life
- \_\_\_\_\_ 85. Safety              to be safe and secure
- \_\_\_\_\_ 86. Self-Acceptance to accept myself as I am
- \_\_\_\_\_ 87. Self-Control     to be disciplined in my own actions
- \_\_\_\_\_ 88. Self-Esteem     to feel good about myself
- \_\_\_\_\_ 89. Self-Knowledge to have a deep and honest understanding of  
myself
- \_\_\_\_\_ 90. Service            to be helpful and of service to others
- \_\_\_\_\_ 91. Sexuality            to have an active and satisfying sex life
- \_\_\_\_\_ 92. Simplicity          to live life simply, with minimal needs
- \_\_\_\_\_ 93. Solitude            to have time and space where I can be apart from  
others
- \_\_\_\_\_ 94. Spirituality        to grow and mature spiritually
- \_\_\_\_\_ 95. Stability            to have a life that stays fairly consistent
- \_\_\_\_\_ 96. Tolerance          to accept and respect those who differ from me
- \_\_\_\_\_ 97. Tradition          to follow respected patterns of the past
- \_\_\_\_\_ 98. Virtue             to live a morally pure and excellent life
- \_\_\_\_\_ 99. Wealth            to have plenty of money
- \_\_\_\_\_ 100. World Peace to work to promote peace in the world

(Miller, Matthews, C’de Baca, and Wilbourne; University of New Mexico 2011).



# Goals Activity

Let's set SMART goals.

Take some time and create two SMART goals related to your first semester at UNM. Try to have at least one academic goal. Remember SMART stands for: Specific, Measurable, Achievable, Relevant and Time Bound/Timely.

ACADEMIC GOAL:

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Is it Specific and Measurable? Is it Achievable? How will you know when it is achieved?

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How is it relevant or meaningful to you? What new opportunities can this goal open for you?

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What is the time-frame for completion of your goal? Are there sub-goals to set?

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What on-campus resources can help you achieve your academic goal?

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

ACADEMIC GOAL:

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What on-campus resources can help you achieve your academic goal?

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_



# Prioritization Grid

## What does your prioritization look like?

(Activity adopted from Downing, S. (2008). On course: Strategies for creating success in college and in life. Boston: Houghton Mifflin Co.)

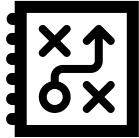
Write a list of 15 or more specific activities or actions you have taken in the past two days.

1. Write out each of the 15 actions in the appropriate quadrant. Put the approximate amount of time each action spent.
2. Write about what you have learned or re-learned about your use of time.
  - a. What exactly did you discover?
  - b. In which quadrant do you spend the most of your time?
  - c. What specific evidence did you use to draw this conclusion?
  - d. If you continue this way, will you reach your goals?
  - e. What most often keeps you from taking purposeful actions or completing important activities?
  - f. How do you feel about your discoveries?

Now take time to plan out your next two weeks. Place each activity in the appropriate quadrant.

- g. Based on what you learned about the way you spend your time. What can you do differently in the next two weeks?

	<i>Urgent</i>	<i>Not urgent</i>
<i>Important</i>	1	2
<i>Not important</i>	3	4



# Semester Plan Activity

## Semester Plan

Step 1:

- Write down the names of each class on the first row (one class per column).
- Identify if you will need 8 or 16 rows (this depends on how many weeks your class is).

Step 2:

- Go through each syllabus and add projects, tests, assignments in the corresponding week and column.

Step 3:

- Color Code and organize your plan.

Step 4:

- Each week, set aside time to focus on the details of your plan.
  - What are the expectations of a project?
  - Is there a rubric?
  - How much time will it take me to write this paper? Should I start this project 1, 2, or 3 weeks prior to the due date?

Semester \_\_\_\_\_ Year \_\_\_\_\_

Course Name					
Week 1					
Week 2					



Week 3					
Week 4					
Week 5					
Week 6					
Week 7					

Week 8					
Week 9					
Week 10					
Week 11					
Week 12					

Week 13					
Week 14					
Week 15					
Week 16					

