

Balancing Time and Managing Schedule

Name

Institution



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Despite the fact that nature gives everyone an equal amount of time in a day, week, month and year, most people face challenges in balancing their time and managing their schedules. Distance education students are no exception. Indeed, most distance education students struggle a lot in the attempt to balance their responsibilities at work, school and home. For that reason, this paper aims to assist other distance education students in balancing their time and managing their schedule. In particular, the paper illustrates how to manage time and balance the schedule by utilizing three indispensable time-management tools and strategies including the calendars, planners and delegating responsibilities. As such, the paper is a source of hope for the distance education learners because it reassures them that they can manage their schedule effectively to undertake every task they want.

Calendar

Firstly, the calendar App helps me to organize tasks, set reminders and track events. The presence of various calendar Apps on the internet was a major breakthrough in my life. When I learnt about Google Calendar App from online advertisements, I could not help than install it in my smartphone. Consequently, I abandoned the use of paper-based to-do-lists and embraced the calendar App that has abundant features for managing tasks. Every day, I usually feed the calendar with various upcoming tasks including school work and household chores. Currently, I am a student enrolled in the Penn State Vet Tech program. Additionally, I am taking an English course. Unfortunately, I am living with autism, ADHD and PTSD. The fact that I have autism does not hinder me from accomplishing school assignments. The calendar App has been so helpful in reminding me about each assignment. Therefore, I am able to perform exemplary in academics just like other students without autism. Secondly, the calendar App helps me to save

time that I used to prepare schedules every time I was attending a class. Sincerely, I used to prepare schedules multiple times in a day, especially when attending a class to avoid skipping some tasks. Nowadays, I usually prepare a schedule once in a day and save it in the calendar App. This practice saves me a lot of time because it prevents redundancy. Thirdly, Google Calendar App provides me with features for setting goals. Besides tracking events, I use the calendar app to set goals. Fundamentally, I have been able to meet various goals including completing all the required school assignments, submitting the assignments before the deadlines, and earning good grades in the enrolled courses.

Planner

A planner is another indispensable time-management tool that helps me to organize tasks because autism does not allow me to hold enormous information in the memory. Furthermore, I do not have a sense of time. Autism had imparted poor management skills to me until I turned to the use of a planner. Essentially, I use a digital planner with various features that suit the medical condition. Specifically, the planner consists of a space to include a to-do list, a calendar, and a space to insert addresses and telephone numbers among other pieces of information. Firstly, the planner has assisted me in writing the upcoming courses and their associated assignments. This information goes in the to-do-list of the planner. Fascinatingly, nowadays I do not miss classes because of forgetfulness. Secondly, the planner reminds me when to contact my parents and my sister since their telephone numbers are included in the planner. In the past, I faced challenges in remembering the telephone numbers of my sister and parents. However, nowadays I use the planner to reference the telephone numbers. Essentially, I am improving on social skills because I usually get time to interact with my parents and sister over the telephone.

Delegating Responsibilities

Delegating some responsibilities to another person assists me in balancing my time and managing my schedule. In particular, I have a house worker who attends to my pets and performs other duties such as cleaning the house, washing my clothes and helping me with homework. Certainly, autism does not allow me to perform the duties as perfectly as a normal adult. Therefore, I saw the need to delegate some tasks to another person so that I could concentrate on my studies. Before I had someone to delegate some responsibilities, I struggled with homework and household chores. One of the notable things since I employed a house worker includes improvement in my studies. The worker not only performs household chores on my behalf but also assists me in preparing my schedule. Fundamentally, the worker is always keen on my schedule and reminds me about the tasks outlined in the schedule. Nowadays, I hardly miss submitting the assignments for my enrolled courses on time. Secondly, the worker helps me to nurture my love and passion for animals. Indeed, the worker usually accompanies me when I need to attend to some animals. For instance, the worker helps me to prepare the food for pets and also cleaning them at the weekend. By so doing, we take less time to attend to pets as compared to the time taken when I am alone.

Conclusion

In conclusion, proper time-management skills are of paramount importance to everyone including the distance education learners. At present, there are various time-management strategies and tools that could help anyone to manage time and schedule effectively. This paper served as a source of hope for distance education students with problems of managing time. Despite living with autism, I have managed to balance my time and manage schedules using three key time-management tools and strategies including the calendar, digital planner, and

delegating some responsibilities. As discussed in the paper, the three time-management skills assist me in improving on my studies, nurturing my passion for animals, and enhancing my social skills. Thus, the paper bears enough illustration of how other distance education students can use the time-management strategies and tools to balance their time and manage their schedules effectively.

