

## Time Management Activity

As a candidate for the RA role, you will participate in a planning activity where you will look at a span of two weeks and realistically plan your potential RA responsibilities around your existing schedule of classes, involvement, and other time commitments. This will give you a better idea of how much time you will need and commit to being an RA, and help you visualize what your schedule will look like.

**This activity must be done prior to your HD Meeting, and is required per your candidate checklist. If you do not complete this activity prior to your HD Meeting, you will need to reschedule, and your overall evaluation may be affected.**

### Instructions on filling out your grid:

- Spend no more than 20-30 minutes in total on this activity
- Be sure to label what is what, so that you don't lose track
- For things that occur **every week**, just simply write what the task/activity is.
- For things that occur **bi-weekly**, please draw a dotted box around the task/activity so that you have a better idea of what to expect.
- Print at the end and bring to your HD meeting

#### **First, you will fill in the academic and extracurricular commitments.**

- Fill in your class schedule (include all classes, labs, and scheduled tutoring times)
- Next, add in any clubs, organizations, or extracurricular activities that you are involved in (include all meetings, scheduled events, etc.)

#### **Now you will fill in the following RA responsibilities. Be sure to add them where you have free time on your grid, so that nothing is overlapping.**

- 1:1 meeting with Supervisor, once a week, between 9am-5pm, Mon.-Fri. **(1 hour)**
- Staff meeting, once a week, Mon-Fri. **(2 hours)** (*must be at a time that every staff member can meet, so shoot for times that you believe 8-16 people would be free. Ex: Wednesdays at 10:00am would usually not work for the entire group*)
  - One hour for FSL RAs
- Resident relationship building, once a week **(1 hour)**
- Weekly Reports, once a week **(15-30 minutes)**
- On-Call, bi-weekly, 9pm-12am desk shift, 5pm - 9am the next day: available and on campus to respond to calls **(1 day, with required 3 hour desk shift)**
  - For FSL RAs/Duals, imagine this is a week you are on call and needing to walk the buildings once per night Sunday-Wednesday and three times per night Thursday-Saturday
- KCE Hour, bi-weekly **(1 hour)**
  - For FSL RAs/Duals office hours (2 hours/week between 8:00am and 5:00pm)
- Bulletin Boards, bi-weekly\*, **(2 hours)** (*\*Traditionally, these are done once a month - but go ahead and fill it in to see what a week could look like with this happening. You can split these two hours up into prep and execution*)
  - For FSL RAs do All FSL RA Meetings for 2-hours once per month

#### **Now, fill in some unexpected or unplanned events that could occur during a two week period.**

- Roommate Conflict, only in one week **(3 hours)**
- Program Planning, bi-weekly **(1 hour)**
- Program Implementation, bi-weekly **(2 hours)**
- Conversation with a resident about wanting to transfer **(30 minutes)**
- Helping a team member with addressing a policy violation **(You decide)**

#### **Lastly, as an RA, taking care of yourself so that you can best serve others is of utmost importance. Now you will add in time for self-care and your studies!**

- Fill in times for meals each day
- Fill in times for studying and homework
- Add in times for sleep and any other self-care activities that you practice!

**After completing the Grid with all of the time commitments listed above, you will be ready to meet with your HD for your HD Meeting. Please remember to bring this with you when you meet!**

## Time Management Grid

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00am							
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
Noon							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
Midnight							
1:00am							
2:00am							
3:00am							
4:00am							