



Rocks, Pebbles, and Sand

Semester Time
Management Techniques



Identification

What are your needs?

What are your wants?

Needs

Eating
Sleeping
Decompressing
Medical Appointments
Class Attendance
Rehearsal Attendance
Homework / Study
Practice
Financially Required Work

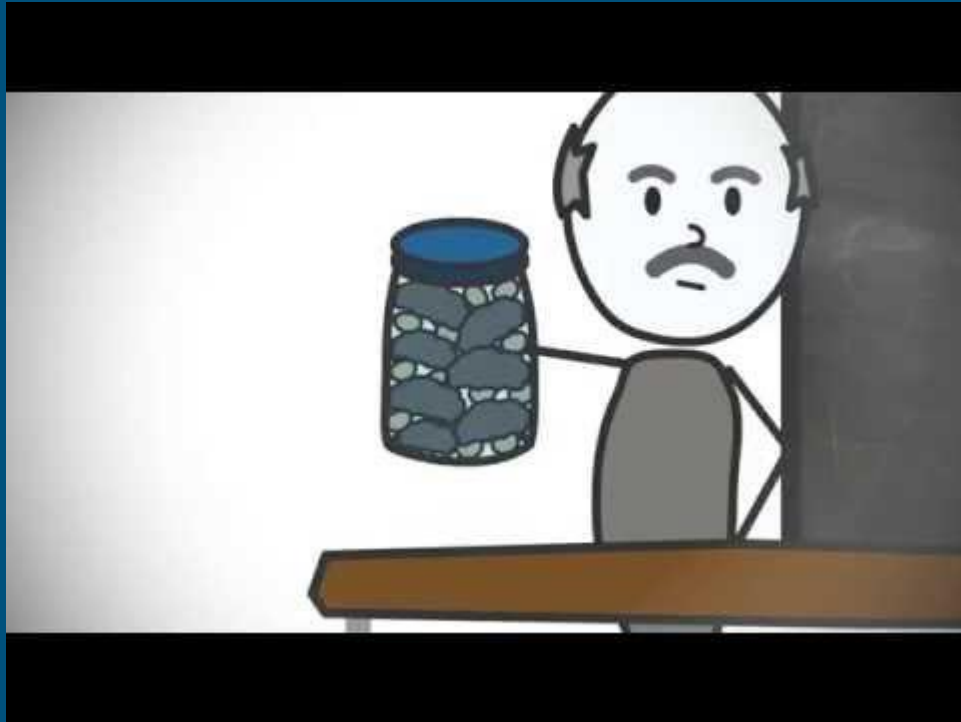
Wants

Specific Social Times
Clubs / Organizations
Extra Cash Work

Prioritization

What are your rocks, pebbles, and sand?

Rock, Pebble, and Sand Model



Organization

How much time does each require?

What has specific times?

What is flexible?

Fixed

Class Schedule
Rehearsal Schedule
Club / Organization Meetings

Flexible

Eating
Sleeping
Decompressing
Medical Appointments
Homework / Study
Practice
Social Times
Work Schedule

Weekly Schedule Exercise

On the back of your paper, list ALL weekly requirements you can recall.

Select three colors:

1. Rocks
2. Pebbles
3. Sand

Color code your full list of activities by your priorities.

On the front of your paper, fill in the **FIXED** activities first.

Maintain your color coding!

With your **FLEXIBLE** activities...

first place your remaining **ROCKS**,

then your **PEBBLES**,

then your **SAND**.

Check the total number of hours you have assigned for each day.

Are there more hours than in the morning, afternoon, or evening?

Example:

	MORNING	AFTERNOON	EVENING
Monday	Lessons	Practice	Rehearsal
	Class	Exercise	Social

Tuesday	Lessons	Lessons	Social
	Therapy	Practice	Exercise
			Practice

Wednesday	Coaching	Social	Rehearsal
	Class	Exercise	Practice
	Practice		