

Time Management

1. Some of the things that surprised me regarding how I spend my time are the amount of hours I would put into working as an RA. The hours on the spreadsheet are only “estimates” and I know it is going to be very different when I actually enter the role. For example, on weekends RAs may be on duty for 24 hour shifts and on weekdays they may be on duty for 12 hour shifts. I purposely spread out the hours to accumulate how much time would be spent throughout the week. Another thing that surprised me is the amount time I spend in classes. In a 24 hour day, spending a total of around 3 or 4 hours in class leaves so much time to get work done, free time, and to be present for my residents.
2. I believe that when I enter the role as an RA I will utilize my time the best way I can. This semester alone I spend a few hours studying every day, but having a job will put me on a schedule. For example, when I was a volleyball player in high school, I really made use of every minute of the day because there were only 24 hours in a day and I was in school from 7-230, practice from 3-5, other clubs, shower, dinner, sleep, and so on. Overall, if I wanted to get a normal amount of sleep I had to make the best of my time and really put my priorities straight.
3. In order to better utilize my time, I have to always remember that I am here for school and then my job comes right after. Knowing my priorities will definitely keep me on the right track. However, I also have to make time for myself. No matter what age, you can't get too consumed in anything or else you will miss out on what else is out there. With that being said, I want to make sure that I put my priorities first in order to have enough time for myself as well as perform my duties to the best of my abilities.
4. Seeing the worksheet will help me keep track of how I should handle my time next year. For example, I put 40 hours aside every week for work. If I spend less than 40 hours, I could use extra time planning programs or talking to my residents. In general, seeing my schedule will always give me an estimate of how much time I have for specific tasks. While it will definitely change depending on the day, I have a general estimate of how the day will go.
5. I believe that my current lifestyle accommodates to the commitments of residential life. Right now, my main priority is school and it would stay the same when I am an active RA. I have a decent amount of free time now that I use to study, relax, and hang out with friends. When I do become an RA I plan to work my schedule around whenever I am on duty, programming, talking to my residents, and so on. Overall, the way I do things now can always be adjusted according to my priorities.
6. I think some changes that I would need to make in my schedule as an RA would be keeping my two priorities straight: school and job. For example, if I'm duty from Friday to Saturday on a 24 hour shift and I have a huge test that Monday, maybe I should stay in and study Saturday night rather than go out with my friends. Overall, since I will have more on my plate next year, I just have to constantly tell myself that my concerns are school and my job.
7. Being available for my residents is valuable because I will be with freshman next year and they could be extremely needy when it comes to asking questions or advice about anything. Even if I am not on duty one night doesn't mean that I can disappear from my hall. For instance, if I really have to study one night, maybe I could do it in my room so if anyone needs me I am still there for him/her. Also, I want to have some time where I go to each of my resident's room and check

in to see how they are doing. Simply putting that into my schedule maybe once a week is very important as well. The main idea is that being an RA is a 24 hour job and I have to make sure that I am always there for my residents. I don't want to be that RA that no one knows or only sees during hall meetings. In order to create a community environment, I have to create relationships with all of my residents and the only way to accomplish that is to be present.