

It's that time of the semester

Week 4, when tests and assignments break loose, run wild and often strike at the same time. Probably the last time I'll start off saying that I'll be implementing Daudelin's framework in this week's journal as I think it'll be useful in all the journals to come, so I'll stick with it unless things start heading south.

The problem I'm focusing on is how I didn't have the best outcome of this week with respect to how I managed all of my 'tasks to do'. I've been hit by a list of commitments this week including: two meetings, an assignment, a catchup lab, a sports training session, a test, and an event to manage tonight (Friday), all on top of what is expected from MGMT 300. I don't think it's a case of having too much on my plate, but rather how to allocate time so every thing gets done in a timely manner, and to a good standard. While I did one of those things, I would've liked to get on top of all my commitments.

I think something I should've considered is that a lot of my commitments were announced well before week 4, so it shouldn't have been as much of a surprise that these tasks lined up the way they did. If I'm unsatisfied with any of my personal skills this week it'd be time management. To sum up the performance of everything that went down this week, I didn't miss anything, but only covered about 50% of everything at a solid quality of work.

To make sure something like this doesn't happen again, I'm not sure exactly what more to do as far as setting a new plan. Luckily, Gary Yukl (2013) argues I probably don't have to. Early on in *Nature of managerial work* Gary states that time management is a key skill for managers and leaders, which I couldn't agree more with. But what is more relevant to helping me create a game plan to solving a large load of tasks is his section on "Most Planning is Informal and Adaptive". One of the major reasons I've been unable to do my best is because I've either set strict expectations for what I think I'll need to do for tasks, and this results in a bad mixture of being inflexible with a large amount of uncertainties. I think understanding that things like test content and assignment research can vary in time and effort required, which should be considered when I next plan.

References:

Daudelin, M. (1996). Learning from experience through reflection. *Organizational Dynamics.*, 24(3), 36-48

Yukl, G. A. (2013). Nature of managerial work. In *Leadership in organisations* (8th ed., pp. 23-47).