

Time management research strategy paper

[Business](#), [Strategy](#)



Time Management Research Strategy Paper At first, I thought the example given; “ Time Management” was not a good example to use for my paper. I didn’t really [Clearer writing suggestion--" real" or " really" means " existing in actuality"--it adds little to the meaning (and using it to mean " big," " very," or " genuine" is slang); replace it with a more expressive word] feel like I have an issue managing time, after all I complete my task about ninety [Express numbers higher than nine in digits (when not the first word in the sentence)] -nine percent of the time and normally finish on or ahead of schedule.

However, when I stopped to look at what I complete I was surprised [The passive voice is a form of " be" (was) and a participle (surprised). Over-use of the passive voice can make paragraphs tedious to read and officious. Try to use the active voice most often, e. g. , the student completed the paper on time. The passive voice version--The paper was completed on time by the student--See eCampus> CWE> Tutorials & Guides> Grammar & Writing Guides> Active & passive voice] at my findings. I found that I have to some degree, mentally categorized my task.

What I mean by this is that I have, without thinking about it, categorized my task into two separate groups: Work and personal. The first, being my primary group is the tasks related to my job. This group boasts has a very high completion rate and quality of work on these tasks is checked [Passive voice] by my employer as well and then communicated to me. Based on task tracking I have about a ninety [Express numbers higher than nine in digits (when not the first word in the sentence)] -eight percent completion rate and

based on feedback from my employer I know the quality of my work is very high as well.

Now, the second category is my personal life category and my after examining it, I found that I don't have results anywhere near my what I have in my job related category. My personal category breaks down into two groups as well: The have to be done now [Clearer writing suggestion--" Now" is a tricky concept. If the sentence is in the past tense, it probably should be rendered as " then. " If not, and unless you are making a philosophical statement (Now is the time to improve myself) or mean " as of the present time" (the business is now known as Ajax Corporation), consider removing " now"--because this is being read after the time you wrote it, your " now" is in the past] and the can wait until later groups. I find that when I leave work, I leave a task-oriented environment and enter an environment of relaxation and enjoyment. This environment of less critical tasks allows the task to be ignored [Passive voice] until they can't be ignored [Passive voice] any longer, forcing some sort of action. Now in review of this method, the completion rate is not the only item to score poorly, the quality of the work suffers tremendously as well.

Project oriented tasks that have some sort of visible outcome; such as [Check word choice: " such as" refers to things that are exactly what you are discussing; " like" means something similar to what you are discussing] laying tile in a walkway get [Doctoral rule (although good advice for any academic writer)--" get" is informal English and can mean many things; in academic writing, use forms of " arrive at," " can," " could", " grows," " is

able to," etc.] completed in a timely manner and with a much higher level of quality. My goal for this research paper is to develop a strategy for improving my time management skills for my personal category.

With the proper time management skills I believe the quality of work on these tasks will also rise exponentially. My goal requires information on time management tools, prioritization and [Check punctuation--insert a comma before this word if this is the last in a list of more than two--or if it begins a new clause] organization. I want to gather information from credible sources, so I will be looking for information from reputable time management coaches. Additionally I need to answer the following questions: " How can I improve my prioritization skills? What organization tools are there for time management? and " What are the keys to managing your time? " I will use the Internet for my research because it can be accessed 24/7 and reference any books that are available through " University of Phoenix" online library. I will place the information retrieved into two categories, relevant and non-relevant. Discarding the irrelevant data and sorting the relevant into categories that fit the questions that I have asked and a category for the questions that may be applicable which [Use " that" for a restrictive phrase (or place a comma before " which")] I did not ask.

I will then analyze the data, re-categorizing if needed, examine the evidence of recommendations, determining whether the information is fact or opinion and if it is opinion is it supported [Passive voice] by any facts. I will make comparisons to similar information identify any themes or ideas and align

the information with other information retrieved. Then I will examine perspectives and assumptions.

By determining what perspectives the author [If this means yourself, avoid referring to yourself in the third person; if this is a personal account, use the first person (I, me, my)] may have I will derive a better idea of what direction his information is coming from and better determine how applicable it is to my situation. Likewise, if the author has made or not made certain assumptions the information collected from this person may be applicable to my situation. There may also be a need to prove or disprove an assumption to determine just how relevant a certain piece of information is or for that matter how relevant a certain author is.

I think it is important to examine my perspective as well as the author's so that I can be more specific in my search for answers. As research progresses and more is learned [Passive voice] about time management, I will ask additional questions and look for examples of these ideas and tools played out in everyday life to ensure its suitable to me. The information must make sense and be adaptable to anyone looking to improve his or her time management skills, but I will also be looking for ideas and tools that fit my character and lifestyle.

Once I have answered my questions, I will determine which tools recommended work best for my personality type, I will take my character and schedule into consideration then formulate a strategy that will be easily implemented [Passive voice] into my personal lifestyle. Once implemented I will track the completion of my tasks and determine my successful

completion rate, then based on feedback from myfamilyas well as myself I will determine if the quality of my work has improved as well. References
Carter, C. , Bishop, J. , & Kravits, S. L. (2007). Keys to College Studying: Becoming an Active Thinker (2nd ed.). : Pearson Prentice Hall.