



“Reflection is not a linear process, but learning how to write reflectively sometimes requires us to consciously process the events, people, and impressions around us in order to analyze and reflect on them for future action. Remember that reflection moves beyond description into analysis and purposeful or intentional action” (SCRIBD).

PSEUDONYM: DROID

COURSE NAME: P.E.

ASSIGNMENT TITLE: SWIMMING

ASSIGNMENT DESCRIPTION: TIME MANAGING A SWIM

COMPLETION DATE: 4/9/13

GRADE: 10

STEP 1: HOW WELL DID I MANAGE MY TIME • WELL

- **NOT WELL:** I did not prioritize, or I did not estimate how long it would take, or I procrastinated, or I got overwhelmed and had to sacrifice many things I wanted to do.
- **OKAY:** I prioritized, but I did not estimate how long it would take, or I ran out of time, or I could have used more time.
- **WELL.** I prioritized, and I estimated how long it would take accurately. But I did not revise, delegate, or omit activities when unexpected things came up. In the end I still felt stressed and overwhelmed.
- **EFFICIENTLY.** I prioritized, and I estimated how long it would take accurately. I followed through with my plan. I revised my schedule when it was necessary, and I delegated and omitted activities appropriately. I felt satisfied with how well I used my time.

NEXT TIME I SHOULD CONCENTRATE ON THE FOLLOWING TIME MANAGEMENT AREAS

Prioritizing

- Prioritizing
- Estimating
- Revising
- Delegating/Omitting

NEXT TIME MY TEACHER WANTS ME TO CONCENTRATE ON

Prioritizing

- Prioritizing
- Estimating
- Revising
- Delegating/Omitting



COMMENTS:

Andy wants me to be prepared with the proper gear the night before so that I'm not rushing and showing up late to class.

STEP 2: DESCRIBE FACTS ABOUT THE PROCESS • 1-3 PARAGRAPHS

- Physical description, behaviors observed, things you heard . . .
- What happened, when, who was involved . . .
- Location, your perspective . . .
- Your actions, other people's actions . . .
- Any unusual observations . . .
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I lost my goggles and did not want to get docked. I looked around and before I knew it I was late for class. Next time I need to be prepared earlier so im not late. Possibly ask for some extra time or having a mentor give me reminders.

STEP 3: CONNECT TO PRODUCER SKILL

- What Producer Skill did you choose? **Time Management**
- Why did you match this Producer Skill with this particular assignment?
I lose track of time when trying to prepare for workouts
- Copy whatever PRACTICE(S) FOR GROWTH you used for this skill below. If you need more room, help yourself.

Ask for prompts. Get a watch and if I know I might be late at least check in on time and see if my coach will work with me.

STEP 4: ANALYZE & INTERPRET • 1-3 PARAGRAPHS

- Why do I think things happened this way?
- Why did I choose to act the way I did? What can I surmise about why others acted the way they did?
- What did I think and feel? How might this have affected my choices/behavior?
- How might the context have influenced the experience? Was there something about the activity or timing or location?
- Are there other potential contributing factors? Something about what was said or done that impacted my response? Are there past experiences—mine or others—that may have contributed?



- What are my hunches about why things happened in the way they did?

I lose things because I don't prioritize. It only takes a few minutes to put my gear away properly. I often rush when I return from workouts and just throw my gear anywhere. I need to be more mindful of where I place things and take just a little extra time to stay organized. When I'm late I feel frustrated, and it contributes to a bad day. I hate that feeling. Me managing my time to simply organize my personal workout gear better will help to resolve this problem.

STEP 5: SO WHAT? MEANING & APPLICATION • 1-3 PARAGRAPHS

- Why did this seem like a significant event to choose?
- What have I learned from this? How could I improve?
- How might this change my future thinking, behaving, and interacting?
- Now what? What will I do differently?
- Next time a situation like this presents itself, what do I want to remember to think about? How do I want to behave?
- How could I set up conditions to increase the likelihood of productive interactions and learning in the future?

This has happened to me so much and my grade gets docked because I don't take the time to prepare or organize. Andy keeps telling me to take the time the night before to prepare, but I don't. I need to start doing that. In the future if I know what the workout is, I understand there is an expectation to have the proper gear, and so spending a few minutes to prepare will really help. That way I am not rushed at the last minute.

Modified from <http://www.scribd.com/doc/13949636/Reflection-Guidelines>

