

Time & Priority Assessment

Use the answers to the following questions to evaluate your time and priorities in preparation for developing a training plan. Before you begin, think about your personal priorities and write a list. You do not need to share the list or submit it, but write it down for yourself as a reference as you complete these activities. Priorities might include spending time with your children, being successful at your chosen career, etc. Whatever they are, they are specific and personal to you.

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Step 1

List the number of hours each week you spend teaching belly dance, performing, directing a troupe or participating in a troupe. Note that some people teach as their main means of income, and others teach in a more elective capacity (meaning you earn your living from another means).

<i>Belly Dance Activity (excluding personal training)</i>	<i>Means of Main Income?</i>	<i>Approx Hrs per Week</i>	<i>Times During Week</i>
Teaching	No	2	M 6-7pm, M 7-8pm
Performance	No	2	Sa 8-10pm
Troupe direction	No	0	
Troupe participation	No	3	W 7:30-10:30pm
Other	n/a	0	
Total Hrs		7	

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Step 2

Evaluate your elective time. After removing “absolutes”, meaning things you MUST do (such as sleep, eat, work to pay bills) and the items above, the remaining time is elective. During that time, you might read, weight lift, run, take yoga, practice dance, etc. For every day of the week, write down the windows of elective time that you have, and total the number of hours.

Day	Hours	Approximate Times
Sunday	3	9-11am, 8-9pm
Monday	0	--
Tuesday	2	1-2pm, 5:30-6:30pm
Wednesday	1	5:30-6:30pm
Thursday	1	Noon-1pm
Friday	2	5:30-7:30pm
Saturday	0	--
Total Elective Hours	9	

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Step 3

Complete the Elective Activity table below.

1. Write a list of all of your elective activities.
2. In order of priority, assign them numbers (1 being highest priority).
3. Based on a 100% scale, divide your elective activities based on priority. Perhaps your Priority 1 is by far the most important, and you want to devote 80% of your time to that priority. Maybe you have four elective activities that are equally important, and you want to assign them each 25%.
4. Using the percentages, assign the total elective hours (from the previous table) accordingly, rounding to the nearest half hour. [In the rounding process you may have some time left; either add to an activity or record as extra (see example).]

Elective Activity	Rank	Percentage	Hours (round as needed)
Training/studying for L3	1	50%	4.5 hours
Yoga	2	30%	2.5 hours
Weight lifting	3	20%	1.5 hours
Balance of hours from rounding	--	--	0.5 hours
		100%	9.0 hours

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Step 4

Complete the table below. Evaluate your priority list and how much time you are spending on each activity to see if your “actions” reflect your stated priorities.

Dance Activity	Hours Spent per Week	% of Dance Focused Hours
Training	4.5 hrs	40%
Teaching	2.0 hrs	17%
Performance	2.0 hrs	17%
Troupe	3.0 hrs	26%
Other	0.0 hrs	0%
Totals	11.5 hrs	

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Step 5

Now that you have identified the number of personal training hours you have available, how will you spend that time? Write a list of your current dance goals (focusing on your specific goal or purpose). Write a list of areas in which you need to work, and then assign your hours according, listing the methods you will use.

Personal Training Activity	# of Hours	Method
Technique	3.0	One L2 and L3 class via online classes
Dance movement (ballet, jazz)		
Choreography	0.5	Using choreography per online classes
Cymbals	1.0	FF via online classes
Projects		As part of FF above
Other (describe)	--	Daily twitter drill
Other (describe)		
Other (describe)		
Other (describe)		
Total Hours	4.5	

After developing your list, you may find that you have not allotted sufficient time to accomplish your goals. Go back to your previous data and review to see if the time you spend on various activities truly reflects your personal stated priorities.

Step 6

Using what you have learned, develop a 4-12 week training plan training plan for achieving your stated purpose or goal. Remember that you can utilize tools like Twitter Daily Drills and Drill Breaks to fit into small moments of the day. **If preparing this worksheet as part of the Level 3 homework, focus your goal on either preparing to test for L3 certification or on maintaining your L3 technique. Submit one copy of your training plan (separate from dance diary) on the first morning of the workshop. Note that the example provided was approved for that particular student and is a good starting point example for others to use. But Suhaila will work to refine each training tool for each individual student to create a tool that works best for that student.**

TRAINING PLAN TO PREPARE FOR LEVEL 4

by Emily (L3 Aug 2009)

Specific Goals:

- To prepare for the Level 4 workshop in Dec 2009
- Continue L2 and L3 drills in addition to training L4 drills
- Become as familiar as possible with the L4 choreographies and music

3 Month Daily Timeline:

WEEK 1	Monday	Wednesday	Sunday
	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD R hand dom. 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Neb teti	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week
WEEK 2	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD L hand dom. 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Bongo Funk	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week
WEEK 3	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD R hand dom. 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Accessible	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week
WEEK 4	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD L hand dom. 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Yanna Yanna	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week
WEEK 5	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD R hand only 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Neb teti	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week
WEEK 6	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD L hand only 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Bongo Funk	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week

WEEK 7	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD - 3 cymbals, R hand dom. 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Accessible	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week
WEEK 8	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD - 3 cymbals L hand dom. 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Yanna Yanna	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week
WEEK 9	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD R hand only 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Neb teti	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week
WEEK 10	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD L hand only 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Bongo Funk	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week
WEEK 11	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD - 3 cymbals, R hand dom. 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Accessible	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week
WEEK 12	9-9:30am: Run to build stamina. 10-10:30am: Jamila finger cymbal CD - 3 cymbals L hand dom. 4:30-5:30pm: Ballet class 6-7:30pm: Modern class 8-9pm: Study L4 choreos/music from video/CD - Yanna Yanna	9-10am: Pilates 4:30-5:30pm: Ballet 7-9pm: SSSBD L2/3 warm up, L2/3 drills with R & L hand dom. cymbal patterns	11:30am-12pm: Run L3 choreos (L hand dom with cymbals) 12-1pm: Barre drills following school rotation: L 3 & 4 1-2pm: Suhaila Twitter Drills from week

Time & Priority Assessment Workshops

Step 1

Bellydance Activity (non personal)	Means of income	Approx hours a week	Times during week
Total Hours:			

Step 2

Day	Hours	Approximate times
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
Total elective hours		

