

Ac i i T acke

To help yourself plan your time, first get a handle on how you are actually using your time. Use this sheet to track your time for a week, and then think about how you might like to be using your time differently.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12am-1am							
1am-2am							

-6am							
6am-7am							
7am-8am							
8am-9am							

-4pm							
4pm-5pm							
5pm-6pm							
6pm-7pm							
7pm-8pm							
8pm-9pm							

How does your time add up?

If you're feeling like you don't always have time to do the things you need to do, it might help to reflect on how you're spending your time. You can use the Activity Tracker document as a tool to help you complete this sheet.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Class #1							

Student Org							
Student Org							
Work							
Research							

Family Time							
Relaxing/Downtime							
Personal Grooming							
In Transit							

Other:							
Other:							
Other:							
Total Hours You Want to Spend							
Total Hours You Actually Spend							