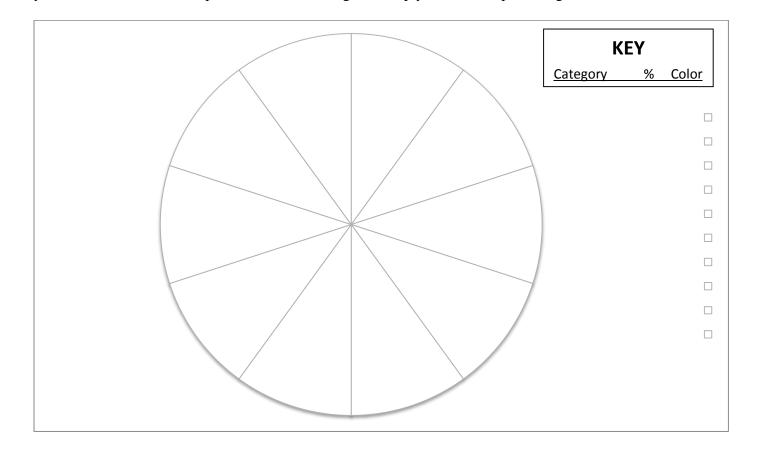
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Time Management: Analyzing How You Currently Use Your Time

After a week of logging your time, compile your information into meaningful categories, ideally 10-15 categories. *Your* categories will depend on how precise you were in listing what you did in your activity log. Some categories are given below, such as "Sleep", and "in class" for total time spent in your school classes, since this shouldn't change from week to week. For the rest, be somewhat specific. Some categories may be useful to subdivide (e.g. tracking "math homework" vs "English homework" if you want to analyze how much HW time each class takes, or compare hours for specific types of recreation/fun). Use the spaces provided to tally up your hours per week per activity:

	Sleep	In class					
Mon							
Tues							
Wed							
Thurs							
Fri							
Sat		0					
Sun		0					
TOTALS							

Now calculate the percentage of total time per category per week by taking hours spent per week on that category, and dividing by 168 hours: $\frac{\text{Activity hours}}{(7 \text{ days}) \times (24 \text{ hours})} = \frac{x}{100}$ and fill in the pie chart as accurately as you can. Marks have been provided in 10% wedges to help you estimate percentage area:



Na	ame	Date	Per
Af	fter you have completed the percentage calculation	ns and pie chart, res	spond to these prompts:
we	nink about this: You only get 168 hours per week. It eek compared to another, you ultimately have to make eep this in mind as you answer the questions below, a	e choices about what	t fits, and skip other things.
1.	Did you spend more or less time than you thought of spent was used effectively? What changes can you		
2.	What are some things you think you could honestly	spend <u>less</u> time on,	or eliminate entirely? Why?
3.	What activities do you think deserve <u>more</u> of your taccomplish this? Is this going to be an easy change		
4.	What is the point of "time management"? What do	es "effective time ma	anagement" even mean?
5.	Think about what you want to accomplish in the negoals? What things did you do over the last week to		<u> </u>
6.	What do you hope to accomplish in the next 5 years goals? Do your current time investments look like t		
7.	What things are most important for <i>you personally</i> doing those things now? Is that what your week ref		