

TIME MANAGEMENT: DOCUMENTING YOUR CURRENT WEEKLY SCHEDULE

Name _____ Date _____ Per _____

Track your activities for a week. Only you will read this - *Be completely honest with yourself!!!* Use this later to *analyze* your time usage.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4:00am							
5:00am							
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							

3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							
12:00 am							

Make sure to detail exactly what you are doing during free time, not just “Nothing”. Track TV/internet time, socializing, sleeping, travel time, etc.