

Name _____

Date _____

Time Management Analysis

Introduction: In order to do a better job of managing your time, it is important to figure out exactly what you are currently doing with your time.

Directions: Use the tools below to keep track of what you do each day and each week.

My Daily Schedule

Review how you spend your time in order to help you prioritize your goals and objectives. You have 24 hours in a day; fill in the chart below to determine how you think you spend a typical day.

A Typical Day

Daily Activities:

Sleeping:

Personal care/grooming:

Meal preparation/eating/clean-up:

Family commitments:

Socializing/entertainment (with friends):

Relaxing/TV/video games, etc. (alone):

Exercise/sports:

Transportation (school, work, etc):

Work/internship:

Classes:

Studying:

Other:

Hours spent

A Typical Week

For the next 7 days, chart how many hours in each day you actually spend doing the listed activities.

Daily Activities:	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Classes:	<input type="text"/>						
Studying:	<input type="text"/>						
Sleeping:	<input type="text"/>						
Exercise/sports:	<input type="text"/>						
Work/internship:	<input type="text"/>						
Family commitments:	<input type="text"/>						
Personal care/grooming:	<input type="text"/>						
Meal preparation/eating/clean-up:	<input type="text"/>						
Transportation (school, work, etc):	<input type="text"/>						
Relaxing: TV/gaming, etc.:	<input type="text"/>						
Socializing & friends:	<input type="text"/>						
Other:	<input type="text"/>						