

Getting a Real Grip on Time

The purpose of this exercise is to get a realistic and detailed picture of how you spend your time. During the next week, monitor your activities using the following schedule sheets. Keep track of ALL your activities, including sleeping, eating, working, running errands, travel time, watching TV—everything. Once you know how your time is spent, you can make adjustments according to what is most important to you. Record your activities in the *monitor* column, rounding your time to the nearest 15 minutes. Schedule in fixed amounts of time, such as, classroom time or work time.

Many students think they have a good idea of how they manage their time. Take a moment now to guess how many hours per week you spend in the following categories. After monitoring for one week, you can see how close you were.

- | | |
|--------------------|--------------------------------|
| 1. Sleeping: _____ | 4. Meals: _____ |
| 2. In class: _____ | 5. Work: _____ |
| 3. Studying: _____ | 6. Recreation / Leisure: _____ |

Reflection Activity

After monitoring your activities for one week, complete the following statements:

After analyzing the results of monitoring my time, I discovered that...

I want to spend more time on...

I was surprised that I spent so much time on...

I was surprised that I spent so little time on...

Monitor Your Time

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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