

## How Do You Spend Your Time?

Name \_\_\_\_\_  
 Week Beginning \_\_\_\_\_

Record the time you spend on various activities for one week on the chart below. Each day, place codes in your chart to indicate the time spent on each activity. Some codes are suggested here; add any codes you need. At the end of the week, write you total hours in that column. If any activity takes up a great deal of time---such as personal---subdivide it by assigning such additional activities as television, phone, or partying. Now that you have a good idea of how you spend your time, you can decide if you want to make some changes. Next, in one-page, what was revealed to you by completing this exercise? Are you spending time in Quadrant II activities?

Activity	Code	Total Hours
Class	CL	
Sleep	SL	
Study	SU	
Work	W	
Personal	P	

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
7-7:30a							
7:30-8							
8-8:30							
8:30-9							
9-9:30							
9:30-10							
10-10:30							
10:30-11							
11-11:30							
11:30-12							
12-12:30pm							
12:30-1							
1-1:30							
1:30-2							
2-2:30							
2:30-3							
3-3:30							
3:30-4							
4-4:30							
4:30-5							
5-5:30							
5:30-6							
6-6:30							
6:30-7							
7-7:30							
7:30-8							
8-8:30							
After 8:30							