

	<i>Sunday</i>		<i>Monday</i>		<i>Tuesday</i>		<i>Wednesday</i>		<i>Thursday</i>		<i>Friday</i>		<i>Saturday</i>	
	<i>Actual</i>	<i>Plan</i>	<i>Actual</i>	<i>Plan</i>	<i>Actual</i>	<i>Plan</i>	<i>Actual</i>	<i>Plan</i>	<i>Actual</i>	<i>Plan</i>	<i>Actual</i>	<i>Plan</i>	<i>Actual</i>	<i>Plan</i>
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Instructions for Time Monitor/Weekly Planner

Point of the Assignment: 1) To help you recognize how you spend your time. 2) To make a plan for spending your time more effectively.

1. Starting with tomorrow, use the front of this sheet to keep track of how you actually spend your time for seven days.
2. Record time in the "Actual" (grey) column
3. Record activities in quarter hour blocks, rounding up and down as necessary
4. Use a code category to record private activities if you wish to maintain your privacy, but make sure it makes sense to you
5. At the end of the week, calculate how many hours you spent during the week in each of the categories listed below
6. Use the "Plan" time monitored to inform how you would prefer to spend your time in the future (scheduling)
7. Once you are through, answer the Reflection questions below:

<u>Categories:</u>	Time Spent (Actual)	Prefer To Spend (Plan/Goal)
Work		
In Class		
Childcare		
Grooming/Getting ready		
Sleep		
Homework		
Travel		
Eating/Preparing meals		
Errands		
House cleaning/chores		
Exercising		
Texting/Social Networking, etc.		
Leisure A: _____		
Leisure B: _____		
Leisure C: _____		
Other: _____		
Other: _____		
Other: _____		

Reflection:

I was surprised I spend so much time on: _____
 I was surprised I spend so little time on: _____
 I want to spend more time on: _____
 I want to spend less time on: _____
 How I spent my time reveals the following to me about my priorities:

I will set the following goals for myself:

Test your understanding:

What is the main point of this assignment?

Why were you expected to do this exercise?

What type of person would need to do this exercise?

How well do you fit the profile of the person for whom this assignment was created?

Reflection: Write down your response to completing this assignment:

