



# STUDY SKILLS: TIME MANAGEMENT

## ACTIVITY FIVE: KEEPING TRACK OF TIME

How do you spend your time? Using the daily calendar below, record all your day's activities from morning to evening. Use extra copies for multiple days.

7:00 A.M. _____	3:30 P.M. _____
7:30 A.M. _____	4:00 P.M. _____
8:00 A.M. _____	4:30 P.M. _____
8:30 A.M. _____	5:00 P.M. _____
9:00 A.M. _____	5:30 P.M. _____
9:30 A.M. _____	6:00 P.M. _____
10:00 A.M. _____	6:30 P.M. _____
10:30 A.M. _____	7:00 P.M. _____
11:00 A.M. _____	7:30 P.M. _____
11:30 A.M. _____	8:00 P.M. _____
12:00 P.M. _____	8:30 P.M. _____
12:30 P.M. _____	9:00 P.M. _____
1:00 P.M. _____	9:30 P.M. _____
1:30 P.M. _____	10:00 P.M. _____
2:00 P.M. _____	10:30 P.M. _____
2:30 P.M. _____	11:00 P.M. _____
3:00 P.M. _____	11:30 P.M. _____



## ACTIVITY SIX: WHERE DOES THE TIME GO?

You may be surprised by what you learn from your daily calendar. Take a close look at the results. Then reflect on the questions below.

1. On which activity did you spend the most time  
\_\_\_\_\_
2. How much time did you spend watching TV? \_\_\_\_\_  
Chatting online with friends? \_\_\_\_\_  
Playing video games? \_\_\_\_\_
3. How much time did you spend  
on your schoolwork? \_\_\_\_\_  
Reading for pleasure? \_\_\_\_\_
4. What time do you usually go to sleep? \_\_\_\_\_  
Are you sleeping at least nine hours each night? \_\_\_\_\_  
On which activity did you spend the most time? \_\_\_\_\_
5. Which activities did you plan ahead of time? \_\_\_\_\_  
Which activities were unplanned? \_\_\_\_\_
6. Which activity was the best use of your time? \_\_\_\_\_  
Which was the worst use of your time? \_\_\_\_\_
7. What is the most important thing you learned about the way  
you spend your time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_