

# Time Management Exercise

Follow the directions below to complete the exercise. Once you have completed the exercise, place the pages of the exercise in the order listed below. Use this page as a cover sheet, staple the entire document together, and submit to your instructor on the date it is due.

## Time Use Chart

Points: 10

For one full week, record everything you do during the day.

## Time Use Summary

Points: 10

Once you have documented your time use for one week, summarize the information from your *Time Use Chart* on the summary chart by completing the three steps below. Also, answer the two questions listed below the chart.

1. For each day of the week, add up how much time you spent in each of the activities. The total for each day must equal 24 hours.
2. Total the hours spent on each activity for the entire week. The total for all activities for the entire week must equal 168 hours.
3. Determine the percentage of time that was spent on each activity for the entire week. The total for all activities for the entire week must equal 100%. To determine percentage, divide the number of hours in an activity by 168. For example, 56 hours of sleep divided by 168 = 33.3%.

## Planned Weekly Schedule

Points: 10

Prepare a weekly schedule that will help you manage your time more effectively. First fill in your commitments (classes, work, mealtime, meetings, etc.). Then think about how you want to use the rest of your time. When will you study? When will you take care of household duties? Be sure to allow time for recreation. Try using this schedule for a week or two and readjust as needed.

## Semester Planning Calendar

Points: 10

Prepare a semester planning calendar that will help you keep track of important events during the semester. First fill in the dates on the calendar beginning with the first day of the semester and continuing through to the last day of the semester. Then using the syllabus from Psy 1730, fill in important events (exams, assignments, field trips, etc.). You can also add other important events to the calendar (social activities, family gatherings, etc.) as needed. As time goes on, you can make new entries on the calendar as they are scheduled. Keep the calendar up to date throughout the semester, and you will always know what time demands you are facing.

## Reflections

Points: 10

Write a paragraph commenting on this exercise. What do you think about the exercise? What did you learn about yourself? Describe any changes you plan to make in the future.

TOTAL (possible points: 50)

# Time Use Chart

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>6:00a</b>							
6:30a							
<b>7:00a</b>							
7:30a							
<b>8:00a</b>							
8:30a							
<b>9:00a</b>							
9:30a							
<b>10:00a</b>							
10:30a							
<b>11:00a</b>							
11:30a							
<b>NOON</b>							
12:30p							
<b>1:00p</b>							
1:30p							
<b>2:00p</b>							
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<b>3:00p</b>							
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<b>10:00p</b>							
10:30p							
<b>11:00p</b>							
11:30p							
<b>MIDNIGHT</b>							
12:30a							
<b>1:00a-5:30a</b>							

# Time Use Summary

ACTIVITY	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL	PERCENT*
<b>School</b>	Classes & Labs								
	Clubs & Organizations								
	Study								
<b>Work</b>									
<b>Personal</b>	Personal Hygiene								
	Exercise								
	Sleep								
	Laundry/Household Duties								
	Shopping/Errands								
<b>Recreation</b>	TV/Video Games/Stero								
	Reading/Crafts/Projects								
	Socialize with Friends								
<b>Other</b>									
<b>TOTAL HOURS</b>	24	24	24	24	24	24	24	168	100%

\*To determine percentage, divide the number of hours in an activity by 168. For example, 56 hours of sleep divided by 168 = 33.3%

1. Does your *Time Use Chart* represent a typical week for you?      YES      NO

If NO, explain why it is not typical for you.

2. Based on the *Time Use Chart Summary*, evaluate how wisely you have used your time. Would you make any changes in the future? Why or why not?

# Planned Weekly Schedule

\_\_\_\_\_ Semester

Month: \_\_\_\_\_

Date							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>6:00a</b>							
6:30a							
<b>7:00a</b>							
7:30a							
<b>8:00a</b>							
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<b>11:00p</b>							
11:30p							
<b>MIDNIGHT</b>							
12:30a							



# Reflections

Write a paragraph commenting on this exercise. What do you think about the exercise? What did you learn about yourself? Describe any changes you plan to make in the future.