**Time Tracker**

**Part I: Log Your Time:** To get a picture of how you are currently spending your time, record what you typically do each hour of the day for a full week. Be as detailed and specific as possible.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| Before 7:00 am |  |  |  |  |  |  |  |
| 7:00 am |  |  |  |  |  |  |  |
| 8:00 am |  |  |  |  |  |  |  |
| 9:00 am |  |  |  |  |  |  |  |
| 10:00 am |  |  |  |  |  |  |  |
| 11:00 am |  |  |  |  |  |  |  |
| 12:00 am |  |  |  |  |  |  |  |
| 1:00 pm |  |  |  |  |  |  |  |
| 2:00 pm |  |  |  |  |  |  |  |
| 3:00 pm |  |  |  |  |  |  |  |
| 4:00 pm |  |  |  |  |  |  |  |
| 5:00 pm |  |  |  |  |  |  |  |
| 6:00 pm |  |  |  |  |  |  |  |
| 7:00 pm |  |  |  |  |  |  |  |
| 8:00 pm |  |  |  |  |  |  |  |
| 9:00 pm |  |  |  |  |  |  |  |
| 10:00 pm |  |  |  |  |  |  |  |
| 11:00 pm |  |  |  |  |  |  |  |
| After 11:00 pm |  |  |  |  |  |  |  |

**Part 2: Calculate How Time is Spent and What is Most Important:**

* **In column 1** add up the hours you spend doing each category of activity. If you left anything out of your chart, add it now!
* **In column 2** rank what’s most important to you. You’ll see that “In school” is ranked #1. Finish adding the numbers so that #2 is most important and #11 is least important to you.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **In school** | **Traveling**  to / from school | **Sleeping** | **Eating** | **Studying**  or doing **homework** | **Relaxing** *Video games, TV, music, web surfing* | **Hanging out** with friends in person | **Hanging out** with friends online | **Activities** *Playing sports, making music, acting, or other clubs* | **Going to church** or other organized group | **Spending time with family** |
| **Total amount of time** |  |  |  |  |  |  |  |  |  |  |  |
| **Priority** Rank from 1-11 in order of importance | **1** |  |  |  |  |  |  |  |  |  |  |

**Part 3: Compare:** Compare the actual hours you spend doing each type of activity with how important you think they are. Begin to plan your time so you are spending more time on the things that are important to your ongoing success. Describe a few things you should change. *For example: spend more time practicing an instrument and less time watching TV.*

**Part 4: Make Lists:** Making lists is a great strategy for managing your time and getting things done! A typical middle school list might include:

* Return book to library.
* Basketball practice after school.
* Read chapter in science.
* Take out trash.

**Your Practice List:** List 3-5 items you want to do tomorrow:

**You’ve just taken a huge step toward organizing your time!**