Recording Your Time

A few weeks ago you completed an activity called “Mapping Your Time.” In that activity you recorded times of day where you planned to complete various activities including going to class, studying, sleeping, and other activities. In this assignment, you will record the times that you perform certain activities over a two-week period and then compare that to your plan from a couple of weeks ago.

1. For the next two weeks, record activities in each half-hour cell on the attached document. Each cell should be filled with things like “class” (include the class name), “studying” (include which class you were studying for), “sleeping”, “eating”, “getting ready” (i.e., preparing for the day in the morning, preparing to sleep at night), “saw the tutor”, “practice”, “hanging out with friends”, “at such-and-such club meeting”, etc.
2. At the end of your two weeks, count the number of hours that you spent on the following activities.

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| **Activity** | **Hours** |
| Sleeping (ideally). |  |
| Eating. |  |
| Getting ready (i.e., preparing for the day in the morning, preparing to sleep at night). |  |
| Commitments to other non-academic activities (e.g., related to athletics, work, volunteering). |  |
| In classes. |  |
| Out-of-class study. |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| **TOTAL** (*also include hours from #1 above*) |  |

1. Compare your actual times in each activity above to your planned time in each activity from the “Mapping Your Time” exercise from a couple of weeks ago. How do your times compare? Where did you spend more time than you planned? Where did you spend less time than you planned?
2. Where do you think you could be more efficient with your time?
3. Where do you need to allocate more time? Where is that time going to come from?
4. What else have you learned from this exercise about managing your time in college?

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