Time Monitoring Worksheet

**Part 1:** Use the table below to monitor your time in hourly increments.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** |
| 5 a.m. |  |  |  |
| 6 a.m. |  |  |  |
| 7 a.m. |  |  |  |
| 8 a.m. |  |  |  |
| 9 a.m. |  |  |  |
| 10 a.m. |  |  |  |
| 11 a.m. |  |  |  |
| 12 p.m. |  |  |  |
| 1 p.m. |  |  |  |
| 2 p.m. |  |  |  |
| 3 p.m. |  |  |  |
| 4 p.m. |  |  |  |
| 5 p.m. |  |  |  |
| 6 p.m. |  |  |  |
| 7 p.m. |  |  |  |
| 8 p.m. |  |  |  |
| 9 p.m. |  |  |  |
| 10 p.m. |  |  |  |

**Part 2: Reflection**

On Day Four, review your completed time monitoring log from Part 1 of the worksheet and take a serious look at how you use your time each day. Write a 250- to 500-word summary that includes the following:

* What are some things you can do more efficiently?
* Do you set reasonable goals? How often do you delegate tasks to others?
* How well do you prioritize? Do you see areas in your daily routine where you can make adjustments to become more productive?
* What are your distractions and how can you limit them?

**Part 3: Strategies**

Continue your summary by evaluating at least two strategies for content engagement and time management that could be applied to your academic career.

**Summary: Reflection and Strategies**