

- 1 Keep track of your daily activities for one week, be as specific about these activities as you can (keep an activity log accounting for every 10 minutes of your day)
- 2 Then consolidate all activities onto one schedule and add the total time spent on each activity.
Label that activity as to its quadrant as identified by Covey's time management matrix
- 3 Complete the written assessment tab

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM	travel	Sleep	Sleep	Homework	Sleep	shower	Sleep
7:20 AM	travel	Sleep	Sleep	Homework	Sleep	Eat	Sleep
7:40 AM	travel	Sleep	Sleep	Homework	Sleep	travel	Sleep
8:00 AM	travel	Sleep	Sleep	Homework	Sleep	Work	Sleep
8:20 AM	travel	Sleep	Sleep	Homework	Sleep	Work	Sleep
8:40 AM	travel	Sleep	Sleep	Homework	Sleep	Work	Sleep
9:00 AM	Sleep	Sleep	Sleep	Homework	Sleep	Work	Sleep
9:20 AM	Sleep	shower	Shower	Homework	Shower	Work	Shower
9:40 AM	Sleep	Eat	Eat	Eat	Eat	Work	Eat
10:00 AM	Sleep	travel	travel	travel	travel	Work	Homework
10:20 AM	Sleep	class	class	class	class	Work	Homework
10:40 AM	Sleep	class	class	class	class	Work	Homework
11:00 AM	shower	class	class	class	class	Work	Work
11:20 AM	Eat	class	class	class	class	Work	Work
11:40 AM	Eat	travel	class	travel	class	Work	Work
12:00 PM	social media	Homework	travel	Homework	travel	Work	Work
12:20 PM	YouTube	Homework	travel	Homework	Homework	travel	Work
12:40 PM	YouTube	Homework	Eat	Homework	Homework	Eat	Work
1:00 PM	Homework	Homework	Eat	Homework	Homework	Homework	Gym
1:20 PM	Homework	Homework	Homework	Homework	Homework	Homework	Gym
1:40 PM	Homework	Homework	Homework	Homework	Homework	Homework	Gym
2:00 PM	Homework	Homework	Homework	Homework	Homework	Homework	Gym
2:20 PM	Homework	Homework	Homework	Homework	Homework	Homework	Gym
2:40 PM	Homework	Homework	Homework	Homework	Homework	Homework	Gym
3:00 PM	Homework	Homework	Homework	Homework	Homework	Homework	Homework
3:20 PM	Homework	Homework	Homework	Homework	Homework	Homework	Homework
3:40 PM	Homework	Homework	Homework	Homework	Homework	Homework	Homework
4:00 PM	Homework	Homework	Homework	Homework	Work	Homework	Homework
4:20 PM	Homework	Homework	Homework	Homework	Work	YouTube	Homework
4:40 PM	Homework	Homework	Homework	Homework	Work	Homework	Homework
5:00 PM	Eat	Homework	Homework	Homework	Work	Homework	Homework
5:20 PM	Eat	Homework	Homework	Homework	Work	Homework	Homework
5:40 PM	sleep	Homework	Work	Work	Work	Homework	Homework
6:00 PM	sleep	Homework	Work	Work	Work	Homework	Homework
6:20 PM	sleep	Homework	Work	Work	Work	Homework	Homework
6:40 PM	sleep	Homework	Work	Work	Work	Homework	Homework
7:00 PM	sleep	Eat	travel	travel	Work	Homework	Homework
7:20 PM	sleep	Eat	Gymnastics practice	Gymnastics practice	Work	Homework	Homework
7:40 PM	sleep	Homework	Gymnastics practice	Gymnastics practice	Work	Homework	Homework
8:00 PM	sleep	Homework	Gymnastics practice	Gymnastics practice	travel	Homework	Homework
8:20 PM	sleep	Homework	Gymnastics practice	Gymnastics practice	Gymnastics practice	Homework	Eat
8:40 PM	travel	Homework	Gymnastics practice	Gymnastics practice	Gymnastics practice	Homework	Homework
9:00 PM	Hang out with friends	Homework	Gymnastics practice	Gymnastics practice	Gymnastics practice	travel	Hang out with friends
9:20 PM	Hang out with friends	Homework	Gymnastics practice	Gymnastics practice	Gymnastics practice	Hang out with friends	Hang out with friends
9:40 PM	Hang out with friends	Homework	Gymnastics practice	Gymnastics practice	Gymnastics practice	Hang out with friends	Hang out with friends
10:00 PM	Hang out with friends	Homework	Gymnastics practice	Gymnastics practice	Gymnastics practice	Hang out with friends	Hang out with friends
10:20 PM	Hang out with friends	Homework	Gymnastics practice	Gymnastics practice	travel	Hang out with friends	Hang out with friends
10:40 PM	Hang out with friends	YouTube	travel	Eat	Clean apartment	Hang out with friends	Hang out with friends
11:00 PM	Hang out with friends	YouTube	Eat	Clean apartment	Shower	Hang out with friends	Hang out with friends
11:20 PM	Hang out with friends	YouTube	Eat	Clean apartment	Eat	Hang out with friends	Hang out with friends
11:40 PM	Hang out with friends	Eat	Clean apartment	Clean apartment	Clean apartment	Hang out with friends	Homework
12:00 AM	Hang out with friends	Clean apartment	Homework	Clean apartment	Homework	Hang out with friends	Homework
12:20 AM	Hang out with friends	Sleep	Homework	Homework	Homework	Hang out with friends	Homework
12:40 AM	Hang out with friends	Sleep	Homework	Homework	Homework	travel	Eat
1:00 AM	Hang out with friends	Sleep	Homework	Homework	Homework	Homework	Clean apartment
1:20 AM	Hang out with friends	Sleep	Homework	Homework	Homework	Homework	Clean apartment
1:40 AM	travel	Sleep	Homework	Homework	Homework	Homework	YouTube
2:00 AM	Eat	Sleep	Homework	Sleep	Homework	Homework	Sleep
2:20 AM	Sleep	Sleep	Homework	Sleep	Homework	Homework	Sleep
2:40 AM	Sleep	Sleep	Homework	Sleep	Homework	Homework	Sleep
3:00 AM	Sleep	Sleep	Homework	Sleep	Homework	Homework	Sleep
3:20 AM	Sleep	Sleep	Homework	Sleep	Homework	Sleep	Sleep
3:40 AM	Sleep	Sleep	Homework	Sleep	Homework	Sleep	Sleep
4:00 AM	Sleep	Sleep	Homework	Sleep	Homework	Sleep	Sleep
4:20 AM	Sleep	Sleep	Homework	Sleep	Homework	Sleep	Sleep
4:40 AM	Sleep	Sleep	Homework	Sleep	Homework	Sleep	Sleep
5:00 AM	Sleep	Sleep	Homework	Sleep	Homework	Sleep	Sleep
5:20 AM	Sleep	Sleep	Homework	Sleep	Homework	Sleep	Sleep
5:40 AM	Sleep	Sleep	Homework	Sleep	Homework	Sleep	Sleep
6:00 AM	Sleep	Sleep	Homework	Sleep	Homework	Sleep	Sleep
6:20 AM	Sleep	Sleep	Homework	Sleep	Homework	Sleep	Sleep
6:40 AM	Sleep	Sleep	Homework	Sleep	Homework	Sleep	Sleep

Covey's Time Matrix			
		Urgent	Not Urgent
Important	Travel	560	Sleep 2360
	homework	3540	Eat 480
	Work	780	Gymnastics Practice 480
	Class	360	Gym 120
			Clean apartment 180
Q1 Total		5240	Q2 Total 3620
Not Important			YouTube 140
			Hang out w/ friends 660
			Social Media 20
	Q3 Total	0	Q4 Total 820

Activities	Total Time Spent (Minutes)		
Travel	560	9 hrs.	20 min.
Sleep	2360	39 hrs.	20 min.
Eat	480	8 hrs.	0 min.
homework	3540	59 hrs.	0 min.
YouTube	140	2 hrs.	20 min.
Gymnastics Practice	480	8 hrs.	0 min.
Hang out w/ friends	660	11 hrs.	0 min.
Work	780	13 hrs.	0 min.
Class	360	6 hrs.	0 min.
Social Media	20	0 hrs.	20 min.
Gym	120	2 hrs.	0 min.
Clean apartment	180	3 hrs.	0 min.

1 After you have accounted for all the hours of one week identify key areas of waste and unimportant activities (Q3, 4) that you could eliminate and how.

This is an interesting time to be doing such an assignment, as it is leading up to finals and there is a lot of schoolwork. Therefore, it is not overly representative of my average week. However, using the recorded week, the areas of waste and unimportant activities were watching YouTube videos, social media, and hanging out with friends. This accounted for 820 minutes (13hrs 40min), which should have been spent sleeping as that was incredibly neglected this past week. I would eliminate these by saying "no," when invited out during such a busy time.

2 What Q1 activities would you try to move to Q2? What important, not urgent activities will you try to initiate to use the time you have saved?

Ideally, I would move a large portion of the homework section to Q2 by getting ahead on school work and not letting things pile up until the last second. Otherwise, the Q1 activities are on a schedule and cannot be reasonably moved to Q2. The important, not urgent activities I will try to initiate will be more sleep, more time at the gym, running odd errands that have been procrastinated, and some time to meditate. I could also do better at setting aside time to eat, as most of my meals this past week have happened during homework or travel.