

TIME MANAGEMENT

Handout 1 Tracking Time

Tracking Time

Use the chart below to track how you've spent the past 24 hours or so. Start with yesterday afternoon.

1pm		1am	
2pm		2am	
3pm		3am	
4pm		4am	
5pm		5am	
6pm		6am	
7pm		7am	
8pm		8am	
9pm		9am	
10pm		10am	
11pm		11am	
12 _{midnight}		12 _{noon}	

TALLY: Calculate the time you spent doing the following activities.

Sleeping _____ Studying _____ In Class _____

On the Phone _____ With Friends _____ With Family _____

Working _____ Other _____

Is there anything you needed to accomplish yesterday that you didn't quite get around to doing? How did it make you feel?

How can you change your schedule for the next 24 hours in order to accomplish what you need to get done?

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Handout 2 Managing Time

Managing Time

Take a moment to think about what you need to accomplish by this time tomorrow. It may be helpful to create a "To Do" list.

Use the chart below to track how you hope to spend the next 24 hours in order to accomplish your responsibilities.

1pm		1am	
2pm		2am	
3pm		3am	
4pm		4am	
5pm		5am	
6pm		6am	
7pm		7am	
8pm		8am	
9pm		9am	
10pm		10am	
11pm		11am	
12 _{midnight}		12 _{noon}	

Now that you have made a plan, get to it! Take some time tomorrow to reflect on your schedule above.

Were you able to accomplish your goals? How do you feel about it?

How can you improve your schedule to better suit your needs for the following day? And the day after that?

Remember: Get it done today! Doing so will help you feel good!