How do you spend your time?

1. For the activities listed below, estimate how much time you spend on each activity in an average week.

2. Keep a time journal for a week and record how you actually spend your time. Record the totals in the chart.

3. Determine how important it is for you complete each activity in an average day. 1 = High Priority, 2 = Medium Priority, 3 = Low priority.

4. Compare your estimated and actual times. What are your time wasters? How can you ensure that you complete your high priority tasks?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Estimated Hours</th>
<th>Actual Hours</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sleeping</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Eating</td>
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<tr>
<td>Attending Class</td>
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<tr>
<td>Studying / Researching / Reading</td>
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<tr>
<td>Grooming / Hygiene</td>
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<tr>
<td>Laundry / Cleaning</td>
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<tr>
<td>Exercise / Sports</td>
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<tr>
<td>Shopping / Errands</td>
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<tr>
<td>Walking / Transportation to &amp; from</td>
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<tr>
<td>Listening to music / TV</td>
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<tr>
<td>Going Out / Hanging Out</td>
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<tr>
<td>Talking on the phone</td>
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<tr>
<td>Computing / e-mail / Internet</td>
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<tr>
<td>Working for money</td>
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<tr>
<td>Volunteering / Interning</td>
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<tr>
<td>Extracurricular Activities / Clubs</td>
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<tr>
<td>Praying / Meditating / Religious Activity</td>
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<tr>
<td>Other Personal Activity</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>168 hours/week</strong></td>
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</tr>
</tbody>
</table>

To-Do Lists

- Good way to organize your activities
- Make monthly, weekly, or daily to-do lists
- Be sure to keep them handy
- Add items as needed
- Be specific about the task
- Note the priority of each task
- Complete the highest priority tasks first.
- Check off items you have completed.

Sample List

- (1) read English chapter 3 pp. 10-20
- (2) read History pp. 80-90
- (2) review lecture notes from 2/13, 2/15
- (1) make flash cards of formulas
- (1) write lab report
- (2) type lab report
- (3) go to bank
- (2) choose topic for English paper
- (3) do laundry
- (2) hang out with Erica