

Weekly Time Log

Use a “typical” week to write down how you’re spending time in 30- to 60-minute chunks. See next page for a printable log you can use.

Include all activities:

- Eating
- Sleeping
- Showering/Getting ready time
- Walking/Driving/Biking
- Exercising
- Studying
- Down time/relaxing
- TV
- Talking with friends
- Facebook
- Downloading music
- Class time
- Recreation

Be honest – don’t put in “working on a paper for Composition class” if you really worked on your paper for a bit, and then wrote some messages on Facebook!

Next, make a weekly log or use your own calendar to write in all of the things in the week that are non-negotiable – class, work, sleep, eat. These are the things that you must do each day – your essential priorities. You may have others that are essential to you based on your personal goals and essentials. Maybe talking to your parents is something you do every Sunday afternoon. If so, schedule that in as well.

See the blank spots left after you’ve scheduled in your essentials? These are all the free hours you have to study, exercise, hang out with friends, and other recreational/personal interest activities. Number these activities to decide what is most important to you, and based on those numbers, schedule these things in to your weekly calendar. When you have these events scheduled in, you’ll be less likely to waste time.

For example, if on Tuesdays you have two classes – at 9 am, and 11:00, and between the two, you schedule in study time, you’ll be more likely to go to a quiet study space rather than back to your dorm or apartment between classes, where you might end up not doing anything! Or, you may decide to go to the Rec Center to exercise between these classes. Therefore, you bring your workout clothes with you to class and head straight to the Rec Center, where you can get in your workout and have time to shower before your 11:00 class.

Weekly Schedule

| TIME | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| 6 am | | | | | | | |
| 7 am | | | | | | | |
| 8 am | | | | | | | |
| 9 am | | | | | | | |
| 10 am | | | | | | | |
| 11 am | | | | | | | |
| 12 pm | | | | | | | |
| 1 pm | | | | | | | |
| 2 pm | | | | | | | |
| 3 pm | | | | | | | |
| 4 pm | | | | | | | |
| 5 pm | | | | | | | |
| 6 pm | | | | | | | |
| 7 pm | | | | | | | |
| 8 pm | | | | | | | |
| 9 pm | | | | | | | |
| 10 pm | | | | | | | |
| 11 pm | | | | | | | |
| 12 am | | | | | | | |
| 1 am | | | | | | | |
| 2 am | | | | | | | |

