

Weekly Time Log

Use this weekly time log to write down how you are spending time in 30- to 60-minute chunks. You can use this page to observe how your hours are currently being spent, allowing you to see where you could readjust your schedule, or as a tool to plan your week ahead. Either way, keep this page handy so it is easy to review in planning your next week as you need.

An effective time management plan must include all your activities such as:

- Eating
- Sleeping
- Class time
- Showering/Getting ready time
- Travel Time - Walking/Driving/Biking to campus
- Exercising
- Studying
- Professor Office Hours
- Down time/relaxing
- TV/social media
- Clubs or Organization meetings
- Socializing with friends
- Events happening this week
- Recreation

Start this weekly log by writing in all 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. For example, 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 have 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. You will need to prioritize what is most important to work on or get done as the week progresses. Schedule your high priority items into your week before moving on to low priority tasks. For example, if you need to make it to the professor's office hours to talk about the lecture chapter on Tuesday before joining your friends for lunch.

When you have all your activities scheduled in, you will 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!

Helpful Tips:

- At the start of each morning, or the night before, prepare anything you will need throughout the day, such as packing snacks, or your workout clothes, so you do not have to waste time returning home to get them.
- Sometimes the highest priority task does not mean it will take the longest time to complete! Breaking down big tasks into smaller actions can make them more manageable throughout the week.
- Color coding your activities is helpful to visualize how you are spending your time.

Weekly Time Log

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							

