

ANALYZING HOW YOU SPEND YOUR TIME

Use your completed Time Management Log to calculate how much time you spend on each activity listed in the Activities Breakdown below. The blank lines are for any additional situations that take up your time. After you have totaled up all the items you can think of, figure out how much free time you have.

ACTIVITIES BREAKDOWN

<u>Activities</u>	<u>Hours per Week</u>
1. Class Time	_____
2. Study Time, reviewing, projects, papers	_____
3. Commuting	_____
4. Dressing and eating	_____
5. Hours of employment	_____
6. Responsibilities at home	_____
7. Telephone	_____
8. Television	_____
9. Dating, outings, sports, movies, clubs, etc.	_____
10. Sleeping	_____
11. _____	_____
12. _____	_____
<u>Total:</u>	_____

Total number of hours per week = 168

Subtract your **Total** - _____

Total free hours per week _____

Personal Response Check: As a result of analyzing my time log

(1) I realize that:

(2) _____

Time exists so everything doesn't happen at once; space exists so everything doesn't happen to you. – Proverb