TIME AUDIT

SO WHERE DOES YOUR TIME GO?

Time is often equated with money, and just as we often find ourselves short of cash, we also find ourselves with short of time. To understand where your time goes, it is important to assess how you actually spend it. One way to do this is to keep simple operating records, and for this you will need a "yardstick" to evaluate your utilization of time. For this purpose, a schedule is included where you can record activities and accomplishments during a typical week, This should give you a start in observing your time usage more objectively. When you have completed this time chart, attempt to locate **your** time budgeting problems.

* TIME USE CHART
* SUMMARY OF ACTIVITIES
* PLANNED WEEKLY SCHEDULE

TIME USE CHART

Record everything you do during each half-hour period of a week that you choose. (You may even want to divide the blocks in 15 minute periods). At the end of a week, complete the SUMMARY OF ACTIVITIES (you should also print a copy of this) to see how you spend your time.

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SUMMARY OF ACTIVITIES FOR THE TIME-USE CHART

Directions: At the end of the week, summarize your activities on the chart below. Once you EVALUATE where your time goes, print a copy of the Planned Weekly Schedule and fill it in with your course schedule, study time and other activities. Try to follow your schedule to improve your time use.

SUMMARY OF ACTIVITIES

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|  **ACTIVITY** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** | **SUN** | **TOTAL** | **PERCENT\*** |
| **School Related** | **Class & Lab** |  |  |  |  |  |  |  |  |  |
| **Study** |  |  |  |  |  |  |  |  |  |
| **Clubs & Organizations** |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |
| **Work** |  |  |  |  |  |  |  |  |  |  |
| **Personal** | **Social & Recreational** |  |  |  |  |  |  |  |  |  |
| **TV & Stereo** |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |
| **Health-related** | **Eating, Bathing, Exercise, etc.** |  |  |  |  |  |  |  |  |  |
| **Sleep** |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |
| **Travel** |  |  |  |  |  |  |  |  |  |  |
| **Out-of-school Commitments** |  |  |  |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |  |  |  |
| **Total Hours** |  | 24 | 24 | 24 | 24 | 24 | 24 | 24 | 168 | 100 |

\*To determine percentage, divide the number of hours in an activity by 168. For example; 56 hours of sleep divided by 168 = 33.3%

Evaluation of Time Use Summary

NOW THAT YOU'VE SUMMARIZED YOUR TIME-USE CHART...

This might be considered the "intermediate step" in the time-scheduling exercises. First, you were asked to keep track of how you SPENT your time. Later, you were asked to BUDGET your time. Now, you are asked to analyze your expenditures -- so that an appropriate budget may be determined later. Respond to the following:

1. (Although it may be true that there is no such thing as the "typical" week in the life of a college student, for our purposes we will define "typical" as a situation in which YOU had control over what you did and when you did it, as opposed to a situation where demands were placed on you over which you could exercise little or no control.)

My Time-use chart appears to be \_\_\_\_typical \_\_\_\_not typical for me. If not typical, the reasons why include...

If this was not a typical week for you, make another Time-use chart and try charting the up-coming week.

2. SPECIFICALLY, what behavior changes, if any, will you need to make to bring your actual time schedule into agreement with what you think your ideal schedule should look like? Print a copy of the PLANNED WEEKLY SCHEDULE and create your ideal schedule.

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| **POSSIBLE PROBLEMS** | **POSSIBLE SOLUTIONS** |
| Too much time spent PREPARING to study and not enough time actually STUDYING | 1. Determine the time of day when you are most alert and use that time for studying.
2. Set realistic goals for amount of studying to be accomplished per day or week.
3. Have ONE FIXED place for study.
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| Lack of an adequate study plan | 1. Schedule a set number of pages or chapters per study session.
2. Know what you're responsible for (ask the instructor or look at the syllabus).
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| Difficulty in deciding WHAT to study WHEN | 1. Put the most uninteresting and/or difficult subject first on your study schedule.
2. Schedule each of your classes into some study-time-slots during the week.
3. Use times when you are most alert for study.
 |
| Having to ask yourself, "What am I learning?" | Study to discover key concepts and main points. The details will only make sense once you have mastered the general ideas. |

Planned Weekly Schedule

Use this sheet for your "Planned Weekly Schedule" (to be completed after the Time-use Chart has been completed and summarized). First fill in your commitments (classes, work, mealtime, etc.). Then think about how you want to use your time for studying, reading, and recreating. Try this for a week or two and read just as needed. For some tips on time management see some TIME MANAGEMENT PRINCIPLES

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