**Time Diary**

***Objective:*** *To better manage your time by first evaluating how your time is currently being spent*

You must first know yourself and how you spend your time before you can organize yourself and your time. At the end of each day, record the activities you completed in the appropriate time slots.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time**  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 4:30-5 |  |  |  |  |  |  |  |
| 5-5:30 |  |  |  |  |  |  |  |
| 5:30-6 |  |  |  |  |  |  |  |
| 6-6:30 |  |  |  |  |  |  |  |
| 6:30-7 |  |  |  |  |  |  |  |
| 7-7:30  |  |  |  |  |  |  |  |
| 7:30-8 |  |  |  |  |  |  |  |
| 8-8:30 |  |  |  |  |  |  |  |
| 8:30-9 |  |  |  |  |  |  |  |
| 9-9:30 |  |  |  |  |  |  |  |
| 9:30-10 |  |  |  |  |  |  |  |
| 10-10:30 |  |  |  |  |  |  |  |
| 10:30-11 |  |  |  |  |  |  |  |
| 11-11:30 |  |  |  |  |  |  |  |
| 11:30-12 |  |  |  |  |  |  |  |
| 12-12:30 PM |  |  |  |  |  |  |  |
| 12:30-1 |  |  |  |  |  |  |  |
| 1-1:30 |  |  |  |  |  |  |  |
| 1:30-2 |  |  |  |  |  |  |  |
| 2-2:30 |  |  |  |  |  |  |  |
| 2:30-3 |  |  |  |  |  |  |  |
| 3-3:30 |  |  |  |  |  |  |  |
| 3:30-4 |  |  |  |  |  |  |  |
| 4-4:30 |  |  |  |  |  |  |  |
| 4:30-5 |  |  |  |  |  |  |  |
| 5-5:30 |  |  |  |  |  |  |  |
| 5:30-6 |  |  |  |  |  |  |  |
| 6-6:30 |  |  |  |  |  |  |  |
| 6:30-7 |  |  |  |  |  |  |  |
| 7-7:30 |  |  |  |  |  |  |  |
| 7:30-8 |  |  |  |  |  |  |  |
| 8-8:30 |  |  |  |  |  |  |  |
| 8:30-9 |  |  |  |  |  |  |  |
| 9-9:30 |  |  |  |  |  |  |  |
| 9:30-10 |  |  |  |  |  |  |  |
| 10-10:30 |  |  |  |  |  |  |  |
| 10:30-11 |  |  |  |  |  |  |  |
| 11-11:30 |  |  |  |  |  |  |  |
| 11:30-12 |  |  |  |  |  |  |  |
| 12-12:30 AM |  |  |  |  |  |  |  |
| 12:30-1 |  |  |  |  |  |  |  |
| 1-1:30 |  |  |  |  |  |  |  |
| 1:30-2 |  |  |  |  |  |  |  |
| 2-2:30 |  |  |  |  |  |  |  |
| 2:30-3 |  |  |  |  |  |  |  |
| 3:30-4 |  |  |  |  |  |  |  |
| 4-4:30 |  |  |  |  |  |  |  |

**Time Diary Calculation Sheet**

Add up the hours from your *Time Diary* for the following activities and record the totals below.

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| **ACTIVITIES** | **HOURS SPENT** |
| Academics – Studying |  |
| Academics – In Class |  |
| Commuting |  |
| Eating |  |
| Exercising |  |
| Relaxing |  |
| Religious Activities |  |
| Sleeping |  |
| Social Activities/Time Spent in Personal Relationships |  |
| Sports |  |
| Watching TV&Playing Video/Computer Games |  |
| Work |  |
| Other |  |
| **TOTAL HOURS SPENT** |  |

Source: The Learning Center. Central Connecticut State University