Time Management Exercise

Goals
- To identify how you currently spend your time.
- To evaluate your current patterns to more efficiently and effectively use your time.

Exercise
1. Estimate the number of hours per week spent doing major activities (e.g., work, commuting, classes, homework, watching TV, housework, sleeping, etc.). Create a table illustrating this data. Rank the activities from the most to least time spent.
2. Keep track of all of the activities you do over the next few days. You can use the chart provided. Or you can keep track by keeping a list of activities and when you started and stopped the activity. Or you can use an electronic calendar if you have one on your phone or other electronic device.
3. Code the blocks of time by activity type. Calculate the total amount of time spent doing each activity. Calculate the percentage of time for each activity. Rank your activities from most to least time spent.
4. Evaluate how your estimated time expenditure differs from your real time use. Discuss how well you have spent your time (i.e., would you prioritize and do certain activities more or less?) and where you can make changes to improve the use of your time. For example, are there activities that were not on your list that would like to add but felt that there was not enough time (e.g., exercise).
5. Create a new chart that provides an ideal scenario for spending your time.
6. Write up your findings and briefly discuss what you have learned about your time management skills (e.g., strengths and weaknesses) and the steps you will make to better manage your time for the rest of the semester.