



TIME TRACKING

Where does the time go?

Use this chart to keep track of how many minutes/hours you spend each day doing the following things.

What do you notice? Are you spending your time in a way that will allow you to reach your goals? Are there areas that you'd like to change?

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
Sleep								
Personal care (grooming)								
Meals								
Travel (commuting/ between classes)								
Errands/chores								
Lectures/Tutorials/ Labs								
Studying/reading								
Part-time Job								
Friends/ socializing								
Extra-curriculars/ hobbies								
Physical fitness								
Other: _____								
Other: _____								
Other: _____								
TOTAL								X

