



Time Audit

Fill in the grid below with your *regular* weekly schedule, the hours you typically spend studying, relaxing, sleeping, eating, etc. One of the best ways to fill in this chart is to carry it with you for a week, filling in the squares as you go through your day; this gives you a more accurate record of how you spend your time. If you don't want to do that, simply fill it in according to how you spend a typical week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 pm							

Use the back to discover even more about how you use your time by adding up your hours and filling in the totals below.



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- How many hours do you spend in class every day? _____
- How many hours do you spend studying every day? _____
- How many hours do you work every day? _____
- How many hours do you sleep every day? _____
- How many hours do you play and/or relax every day? _____
- How many hours do you eat every day? _____
- How many hours do you commute every day? _____
- How many hours do you spend on chores
(laundry, grocery shopping, cooking, etc.) _____
- How many hours are unspoken for every day? _____

Are you satisfied with how you spend your time every day? Yes No

If you are not satisfied with how you spend your time, what can you do that would make you more satisfied?

How could you reorder your time to make it more efficient?