

Activity Log: Checking How Efficiently You Use Your Time

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6am							
7am							
8am							
9am							
10am							
11am							
12noon							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12midnight							
1am							
2am							
3am							
4am							
5am							

Over a week, record how you use your time then analyse the results. You should repeat this exercise at least a couple of times over the semester to incorporate any changes. In addition, you should create a new time log before exam week and include more time for review and your final exam schedule. Be sure to include sleep time, eating and prep time, study time, classes, work schedule, and other obligations. Hint: Use colored highlighters, block times, and be honest with yourself.