

Time Management Assignment

Use the following chart to track your activity for 7 consecutive days for 24 hours.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							

Once the 7 days conclude, reflect on the following: Overall, are you satisfied with how you spent your time? If you were to make two changes to your schedule to align with your priorities and goals, what would they be and why?