



LOOKING BACK: A Self-Reflection

Time Management Worksheet

ASSESSING YOUR TIME MANAGEMENT

List your top 4 priorities below:

1. _____
2. _____
3. _____
4. _____

The first step in developing successful time management skills is to track both your perception of time and how you actually use it. List all the activities that take up your time in a week. Be sure to include everything (some basic activities to include are listed below). In the space provided, estimate how much time you spend in each activity in a week.

1. ____ Sleeping
2. ____ Eating
3. ____ Classes
4. ____ Studying
5. ____ Work
6. ____ Personal Hygiene
7. ____ Commuting/Travel
8. ____ Socializing In Person
9. ____ Socializing – Computer/Phone
10. ____ Chores (Meal Prep/Cleaning)
11. ____ Other Activities

For one week, keep track of the time you spend in each activity.

At the end of the week, total your time in each activity. Compare the estimated time with the actual time. How good an understanding of time and how you spend it do you have?

Does the time spent reflect your priorities?

Are you spending enough time with your priorities to achieve your life goals?

There are 168 hours in a week. How does your time usage reflect a good balance of school, work, relationships and personal care with adequate sleep, exercise, nutrition, and personal time?

