

Time Management Log

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Class Time							
Study: Reading							
Study: Homework							
Study: Other							
Exercise							
Work							
Personal							
Clubs, etc							
Social							
Unaccounted							
Miscellaneous							
Sleep							
Meals							

Note:

Remember the formula for study time: 2 – 3 hours outside of class for each credit hour.

Keep track of your most common time wasters.

Keep track of the percentage of time daily is spent on things due the next day.