HOW DO I USE MY TIME? 

Part I

Think back over the last 24 hours and calculate how time you have spent on the following activities.

Blanks are provided for you to add other categories if needed.

I Spent

\_\_\_\_\_\_\_\_\_\_ minutes on sleeping. \_\_\_\_\_\_\_\_\_\_ minutes with my family.

\_\_\_\_\_\_\_\_\_\_ minutes eating. \_\_\_\_\_\_\_\_\_\_ minutes on TV or video games.

\_\_\_\_\_\_\_\_\_\_ minutes talking to my friends. \_\_\_\_\_\_\_\_\_\_ minutes on \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ minutes on activities. \_\_\_\_\_\_\_\_\_\_ minutes on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part II

Now let’s test how you spend your time on school. If your answer to the question below is always, put down a 3.

If your answer is sometimes, put down a 2. If your answer is probably not, put a 1.

1. I have a regular time for studying each day. \_\_\_\_\_\_\_\_\_\_
2. I write my assignments down and check the list regularly.\_\_\_\_\_\_\_\_\_\_
3. I always have the materials I need when I start to study. \_\_\_\_\_\_\_\_\_\_\_
4. I rarely distract myself with wandering away from the task when studying. \_\_\_\_\_\_\_\_\_\_
5. I do assignments in chunks to avoid last minute work. \_\_\_\_\_\_\_\_\_\_

Part III

Reflect on how you answered the questions above and fill out the chart below.

|  |  |
| --- | --- |
| What are the things that I could do only sometimes, certainly not every day? |  |
| What are the things that I need to do regularly every day? |  |
| What are the really important things that need more time? |  |