

As a college student, you juggle many responsibilities. One way to get a handle on your time management is to clarify where your time actually goes. Complete this Time Audit exercise to analyze where you spend your time in a typical 24-hour day.

1. Consider a typical weekday. Fill in the boxes with what you are typically doing each hour of the day, including sleep, meals, class time, work or other obligations, study time, social activities, etc.
2. Review your time audit and consider the following questions:
 - How much time do you spend on fixed-time commitments (e.g. class, lab, work, appointments?)
 - How much time do you spend on personal needs or social activities?
 - When/where do you have the most and least energy during the day?
 - Can you identify any wasted time or time-wasting activities?
3. Consider completing this activity again and mapping out your ideal day. Aside from your fixed commitments (e.g. classes, work schedule, appointments), where would you make changes to how you spend your time?

12:00am	1:00am	2:00am	3:00am
4:00am	5:00am	6:00am	7:00am
8:00am	9:00am	10:00am	11:00am
12:00pm	1:00pm	2:00pm	3:00pm
4:00pm	5:00pm	6:00pm	7:00pm
8:00pm	9:00pm	10:00pm	11:00pm