

RESOURCES
Daily Schedule

DAILY SCHEDULE

Use this daily schedule to evaluate success in accomplishing goals.

- Goal 1: Study for math test.
- Goal 2: Work on history project due next week.
- Goal 3: Go to soccer game.

Time	Activity	Duration	Comment
6:30–7:30 a.m.	Wake up, eat breakfast, get dressed	1 hour	Overslept; no time to eat
7:30–8:15 a.m.	Sit at school and talk to friends	45 minutes	
8:15 a.m.–3:15 p.m.	School	7 hours	Boring
3:15–4 p.m.	Home, snack	45 minutes	Fell asleep; used TV time
4–5 p.m.	Television time	1 hour	
5–7:15 p.m.	Soccer game	2 hours, 15 minutes	Another win
7:15–8 p.m.	Dinner	45 minutes	
8–10 p.m.	Texting, phone, etc.	2 hours	Good gossip, but I should have studied for the math test. Oh well.
10–10:30 p.m.	Homework	30 minutes	I'm so tired I can't think.
10:30 p.m.	Bedtime	8 hours	

Is this realistic?

Does Monday through Friday look like this for you? Is every minute filled? Were the goals for the day accomplished?

How could you have improved your productivity? Used your time better? Accomplished more?

Does it look as if priorities have been set?

What was omitted that could have (or should have) been included?