

RESOURCES

DAILY ACTIVITY LOG		
Day 1 Activities	Hours	Minutes
Get ready for school in the morning		
Travel to school		
Class activities		
Lunch		
Athletics or extracurricular activities at school		
Travel home from school		
Rest and relaxation		
Study and complete homework		
Complete chores at home		
Family time		
Talk with or text friends		
Watch videos or surf the Internet		
Watch TV		
Other activities outside of school		
Play games on computer or other device		
Tutoring or group studying		
Help others		
Dinner		
Rest and relaxation		
Sleep		
TOTAL TIME		
Day 2 Activities	Hours	Minutes
Get ready for school in the morning		
Travel to school		
Class activities		
Lunch		
Athletics or extracurricular activities at school		

Travel home from school		
Rest and relaxation		
Study and complete homework		
Complete chores at home		
Family time		
Talk with or text friends		
Watch videos or surf the Internet		
Watch TV		
Other activities outside of school		
Play games on computer or other device		
Tutoring or group studying		
Help others		
Dinner		
Rest and relaxation		
Sleep		
TOTAL TIME		
Day 3 Activities	Hours	Minutes
Get ready for school in the morning		
Travel to school		
Class activities		
Lunch		
Athletics or extracurricular activities at school		
Travel home from school		
Rest and relaxation		
Study and complete homework		
Complete chores at home		
Family time		
Talk with or text friends		
Watch videos or surf the Internet		
Watch TV		
Other activities outside of school		
Play games on computer or other device		
Tutoring or group studying		
Help others		
Dinner		
Rest and relaxation		
Sleep		

TOTAL TIME		
TOTAL TIME, DAY 1, 2, AND 3		

Use the questions below to help you analyze how you spent your time.

Total time

1. How many total hours are there in one full day?
2. How many total hours are there in three full days?
3. How many minutes are there in one full hour?
4. How many minutes are there in one full day?
5. How many total minutes are there in three full days?

In-school time

1. How much time was spent during day one for class activities?
2. How much time was spent during all three days for class activities?
3. How much time was spent studying and doing homework during all three days?

Studying and chores

1. How much time was spent studying at home during day one?
2. How much time was spent doing chores during day two?
3. How much time was spent studying and doing homework for your three days of record keeping?
4. What percentage of the three days was spent on studying and doing homework?

Leisure time

1. How much time was spent for leisure during day one?
2. What percentage of the three days was spent in leisure time?

Sleep time

1. How much time was spent for sleep on day two?
2. What percentage of the three days was spent sleeping?

 Evaluate your use of time.

1. Over the three-day period, would you describe your amount of leisure time as “too much,” “just about right,” or “too little” for you? Explain why your time was allocated in this manner. Is there anything you can do to adjust your time to better work for you?

2. Over the three-day period, was there an area where you could have been more effective or more efficient? Could you do something to give yourself more time in areas that are more important or more fun? What kind of actions could you consider?

3. Describe the chores you completed at home.

4. How might doing chores at home prepare you for work in a future career?

5. After analyzing your time log, are there any activities that you think you spent too much or not enough time on?

6. Was there something you wanted to do but didn't have time for? If yes, what could you do differently to make more time for the things you want to do?

7. Did you make any changes to your routine during the three days? If so, explain.

8. Some of the items in the chart are things that have to be done on a daily basis but that you really can't change much. For those items you can control, what could you do differently to have a better balance or achieve your goals?

9. What have you learned about your routine and how you spend your time? Were you surprised by the results of your time log?