

Planning & Time Use Worksheet

.....
NAME

.....
DATE

How to use this worksheet

- Start with the time diary.
- Pick a day to keep a time diary. (You can do this for more than one day, but one day is often enough to tell you where your time is going.)
- Capture your activities in 30-minute increments. You don't have to write stuff down every 30 minutes, but try to do it once an hour so your recall is accurate.
- Obviously, if you're doing something for a few hours (like sleeping) just fill it in when you can.
- You don't have to be super-detailed, just get the general idea.
- The goal here is simply to show how you spend your time. Try to be as accurate as possible.

Then, look for patterns and consider what to adjust.

- The time diary will show you where your time is going, and what things you might need to anticipate in your routine.
- Work with your coach to explore options for planning and preparing more effectively, as well as plugging any "time leaks".

Time diary

TIME	WHAT ARE YOU DOING?
12:00 AM
12:30
1:00
1:30
2:00
2:30
3:00
3:30
4:00
4:30
5:00
5:30
6:00
6:30
7:00
7:30

Planning & Time Use Worksheet (cont'd)

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8:00

8:30

9:00

9:30

10:00

10:30

11:00

11:30

12:00 PM

12:30

1:00

1:30

2:00

2:30

3:00

3:30

4:00

4:30

5:00

5:30

6:00

6:30

7:00

7:30

8:00

8:30

9:00

9:30

10:00

10:30

11:00

11:30

12:00 PM
