

After a week, go through the chart below and add up how many hours you spent on the activities for which you previously estimated your hours. Tally the hours in the boxes in the following table using straight tally marks; round off to half hours and use a short tally mark for each half hour. In the third column, total the hours for each activity. Leave the “Ideal Time in Hours” column blank for now.

| Activity | Time Talled Over One-Week Period | Total Time in Hours | Ideal Time Hours |
|------------------------------|----------------------------------|---------------------|------------------|
| Class | | | |
| Work | | | |
| Studying | | | |
| Internet Browsing | | | |
| Sleeping | | | |
| Eating | | | |
| Family Time/Child Care | | | |
| Commuting/Traveling | | | |
| Chores & Personal Business | | | |
| Friends & Significant Others | | | |
| Community Service | | | |
| Student Organizations | | | |
| Leisure/Entertainment | | | |
| Spiritual Life | | | |
| Other | | | |

Now that you have the total number of hours spent per activity, you can evaluate how much time you actually spend doing something versus how much time you ideally want to spend. Record your ideal hours in the final column. Evaluate the variance between the actual and ideal columns. What changes can you make in order to see those numbers more closely reflect one another?