



# Time Audit Worksheet

Fill in the grid below with your *regular* weekly schedule: the hours you typically spend studying, relaxing, watching TV, texting, sleeping, on Facebook, eating, etc. Be honest. It is important that you put in the correct amount of time spent on each activity.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							
12:00 am							

## Guiding Questions for Time Audit Worksheet

What things do you currently spend the most time on during a typical week?

What things do you spend the least time on during a typical week?

How many hours do you spend in class every day? \_\_\_\_\_

How many hours do you spend studying every day? \_\_\_\_\_

Do you feel like this school-centered time is sufficient? Explain:

Are you satisfied with how you spend your time every day?  Yes  No

If you are not satisfied with how you spend your time, what can you do that would make you more satisfied?

How could you reorder your time to make it more efficient?