

Time Allocation Monitoring Tool

Days/ Times							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							

How Do I Spend My Time?

Awareness Exercise

1. Start today.
2. Label the columns on the Time Allocation Monitoring Tool for each day of the coming week, beginning with today (eg Thursday, Friday...Wednesday).
3. As each day progresses, note what you just did. Write a short description of your activity in the cell, allowing vertical space to indicate the approximate duration of activity.

For example, you might have been in English class between 8:30 and 9:20, so you would fill in that cell with “Engl.class.” Record **all** activities—not just academic ones. So you might have entries such as “read novel” or “watched TV” or “did laundry” or “did aerobics” or “ate lunch” or “Facebook” or “Internet surfing” or whatever. Use “ZZZ” to indicate sleeping time. Each cell entry should be specific enough so that when you reflect back on the day, you will be able to recall what you were doing from the time you woke up to the time you went to sleep. Abbreviations work well.

4. As you make each entry, ask yourself if the time was well spent. You can record a “+” in the cell if you think it was really well spent and a “-“ if you evaluate it to have been a waste of your valuable time.
5. Be sure to record what you have done **as the day happens** rather than waiting until the end of the day. Recording in “real time” will increase your awareness.
6. At the end of the day, when you are about ready to go to bed, read back through the day and reflect on what you did. You might ask yourself how much time you allocated to various activities:
 - How much total time did I spend on X?
 - How much total time did I spend on Y?

Colour shading the different activity types can help you to become more aware.

7. Notice your accomplishments. Congratulate yourself on your successes in all areas.
8. Ask yourself about your balance among school, family, health, self-care, recreation, relaxation, work, etc.
9. Ask yourself if there are any ways to improve things tomorrow.
10. Share your Time Allocation Monitoring Tool with a friend.
11. If you would like assistance in time management, make an appointment to see counsellor.