



Time Analyzer

Many students *believe* time is under control until they analyze it and discover where it is *actually* going. The first step to control time begins with keeping track of all the different activities in one week in the **time tracker**. Anything you do during the day is considered an activity for the purpose of this table.

After doing this, use the time analyzer to see how much time you spend on each activity during a week. In the activity column, add activities in the blank spaces that you do which are not already listed. In the *preferred* column, jot down how much total time you need to or would like to spend on each activity during one week that helps you meet your academic goals.

TIME TRACKER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:30					
8:30-9:00					
9:00-9:30					
9:30-10:00					
10:00-10:30					
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-1:00					
1:00-1:30					
1:30-2:00					
2:00-2:30					
2:30-3:00					
3:00-3:30					
3:30-4:00					
4:00-4:30					
4:30-5:00					

Activity	Time Spent/Week	Preferred Time Spent
Class		
Meals		
Studying		
Driving		
TV		
Social		
Recreation		
Totals		

TIME ANALYZER

When you've finished the time tracker and the time analyzer, set up an ideal schedule on the time controller on the next page. Post it by your desk or carry it with you and use it as a guide to your academic success.

Time Controller

Many students design college schedules like 8 hour/day jobs where they count only class and study time toward the eight hours. For example, and 8-hour day could start at 8 a.m., with one hour for lunch, and end at 5 p.m. That means that every evening and weekend can be study free.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:30					
8:30-9:00					
9:00-9:30					
9:30-10:00					
10:00-10:30					
10:30-11:00					
11:00-11:30					
11:30-12:00					
12:00-12:30					
12:30-1:00					
1:00-1:30					
1:30-2:00					
2:00-2:30					
2:30-3:00					
3:00-3:30					
3:30-4:00					
4:00-4:30					
4:30-5:00					
Hours In Class					
Hours Studying					
Hours As Student					

