

Use this sheet to arrive at a more accurate accounting of your time than your initial guesses on the [Time Budget](#) worksheet might have shown. Take time to record this each day—if you wait to do it all at once, it will be harder to remember *exactly* how you spent your time!

STAY PRODUCTIVE **TIME LOG TOOL**

ACTIVITY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Class Hours								
Study Hours								
Sleep								
Meals/ Eating								
Exercise								
Family								
Social Media or Internet								
TV, Movies, Videos								
Misc. Personal								
Misc. Recreation								
Commuting/ Travel								
Other:								
Total:	24 hours	24 hours	24 hours	24 hours	24 hours	24 hours	24 hours	____ hrs. total 168 hrs. avail.

Check your math: each vertical column (days) should total 24 hours, and there are 168 hours in a week. What do you spend most of your time on? Where can you adjust to "make" more time?

Want to talk with someone about scheduling effectively? Stop by Waldo 125 and/or meet with a coach: bitly.com/getcoachedOSU.

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