

TIME MONITOR

One of the most important skills a successful student masters is to control his/her time. The student who is excelling and the student who is failing both have the same amount of hours during any given week. It is the utilization of time that makes the difference. When we work with students who are having some academic difficulty, poor time usage is the most frequent cause of their difficulties.

To gain control of something you must first understand it. The goal of this exercise is to give you a detailed understanding of how you spend one week of your life. A time monitor is a first step toward getting a handle on how you are spending your time.

Becoming a Master Student suggests that a "First Step" to change is telling the truth about yourself and the truth about what you want. The usefulness of this exercise is directly related to how accurately it reflects your life during the week in question and your willingness to set reasonable goals for change.

Some things to remember:

-Be honest with yourself. Record what you actually did during this week. Don't lie to yourself about how you are filling out this form.

-Be honest in filling out this form. If it isn't accurate it will lead you to make false conclusions about your time use.

-Monitor your time as the week goes along. Studies on memory suggest that you will be more accurate if you record your activities as they happen, or shortly thereafter, rather than trying to recall them at the end of the day.

UT
Knoxville
Counseling
Center

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Version 06.48UTK
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Name:	
Dates: from	to
Major	Class

INSTRUCTIONS

STEP #1

The grid at right represents a week of 24 hour days. Your first task is to write down what you were doing as you go through a week of your life.

It is important to do this as you go along rather than from memory.

STEP #2

Next, calculate the daily totals for each area. Record this information in the daily columns below each day.

Use the blank line for any additional area that you think needs to be recorded during the week. For example, you might play a sport and wish to keep track of the hours devoted to sports.

HINT: It is easier to see what is happening with your time if you use different colored markers to highlight the areas of your life.

STEP #3

At the end of the week, total the areas across to get the weekly totals per area. Notice that the combined total of your areas should be 168 hours.

STEP #4

Finally, total the hours of study by the hour of the day.

Name: _____

	MONDAY	TUESDAY	WEDNESDAY
	Date:	Date:	Date:
6:00 - 6:59			
7:00 - 7:59			
8:00 - 8:59			
9:00 - 9:59			
10:00 - 10:59			
11:00 - 11:59			
NOON			
1:00 - 1:59			
2:00 - 2:59			
3:00 - 3:59			
4:00 - 4:59			
5:00 - 5:59			
6:00 - 6:59			
7:00 - 7:59			
8:00 - 8:59			
9:00 - 9:59			
10:00 - 10:59			
11:00 - 11:59			
MIDNIGHT			
1:00 - 1:59			
2:00 - 2:59			
3:00 - 3:59			
4:00 - 4:59			
5:00 - 5:59			
STUDY			
CLASS			
SLEEP			
WORK			
SOCIALIZE			
TELEVISION			
EXERCISE			
OTHER			
TOTAL			

SUMMARY OF WEEK

HOURS SPENT BY AREA

AREAS	STUDY															
	CLASS															
	SLEEP															
	WORK															
	SOCIALIZE															
	TELEVISION															
	EXERCISE															
	OTHER															
		5	10	15	20	25	30	40	45	50	55	60	65	70	75	

HOURS SPENT ON AREA

HOURS SPENT STUDYING BY HOUR OF THE DAY

HOURS OF STUDY	7																								
	6																								
	5																								
	4																								
	3																								
	2																								
	1																								
		6	7	8	9	10	11	N	1	2	3	4	5	6	7	8	9	10	11	M	1	2	3	4	5

HOUR OF THE DAY

Classes	Attendance	Test Results	Grades on work	Predicted Course Grade