

Time Log Reflection

Directions: Answer the following questions once you have finished your Time Log.

- What was the total amount of time you spent watching TV during the week?
- On average, how much time was spent watching TV each day?
- How much time was spent doing volunteer work or community service?
- Did you spend time studying? How much?
- If you have a job, how many hours were spent working?
- Can you find any quiet time that you had during the week? Or time where you were alone and did some planning or reflective thinking?
- How much sleep did you get during the week? Total? Average per night?
- How much time was spent traveling from place to place in a car or bus?
- How much time were you not able to account for?
- During what time of day did you do most of your studying?
- Was there anything that you needed or wanted to do, but just couldn't find the time for?

Look at Your Plans

Once you have analyzed your week, you will be able to stick to a new schedule that you make after you have categorized and prioritized your activities. You will have more control over your time.

Categorize

Make a list of the different activities that you spent time doing during the week. Once you have made this list, come up with some general categories for these activities. For example, baseball practice, running, biking, and playing basketball might all fall under the category of "Exercise," while reading, typing, and computer research could all be put under the category of "Schoolwork."

Prioritize

Once you have categorized your activities, look at your lists and circle those activities that you see as most important to you and your future. As you prioritize, think of your future and what you want to accomplish. If you plan to go to college, think about what you will need to do to make that happen. If you want to prepare for a particular type of career, such as being a police officer, a salesperson, or a politician, what do you need to do now and in the rest of your school years to achieve that goal? Will the activities you see as "high priority" have a positive or negative effect on your goals?

Reflect

Take some time to reflect on what you have learned in your Time Log. Be sure to answer the following questions in your entry: What have you discovered about your time? What do you like about your schedule? What do you need to change? Are you "on track" considering your goals?