

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:								
<b>Total:</b>	<b>24 hours</b>	<b>24 hours</b>	<b>24 hours</b>	<b>24 hours</b>	<b>24 hours</b>	<b>24 hours</b>	<b>24 hours</b>	____ hrs. total <b>168 hrs. avail.</b>

Check your math! Each vertical column (Weekday entries) should total 24 hours. Add each activity horizontally, too. There are 168 hours in a week. Are you using more hours than this? What do you spend most of your time on? Where can you adjust to "make" more time?

Want to talk with someone about how to schedule your time as effectively as possible? Stop by Waldo 125 and/or meet with a coach! [bitly.com/getcoachedOSU](http://bitly.com/getcoachedOSU)



**Oregon State University**  
Academic Success Center



This tool brought to you by  
**The Learning Corner**  
@ Oregon State University,  
© 2017.  
[success.oregonstate.edu/learning](http://success.oregonstate.edu/learning)