

TIME PRIORITIES

DATE:

List your top 5 time priorities.

Example:

1. Studying
2. Exercising
3. Networking
4. Volunteering
5. Socializing

Time Journal

DATE _____

6:00

7:00

8:00

9:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

22:00

23:00

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Record how you spend your time for one day. Make sure you choose a day where you have a typical schedule (*for example, don't choose a weekend day or a day you are on vacation*).

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RECONCILE TIME PRIORTIES AND TIME JOURNAL

DATE:

1. Review your time priorities and time journal side by side.
2. Circle the acitivities that match your time priorties in GREEN.
3. Circle the activities that DON'T match your time priorties in RED.
4. If you are seeing more RED than GREEN, determine what RED you can subtract from your day or replace with GREEN to be more in alignment with how you want to prioritize your time.