

Time Flies, Right? But Where Does It Go?

- 1) At the end of the week, summarize your activities on the chart below. Indicate how many hours you spent on each activity, each day.
- 2) Evaluate where your time goes. Consider which are time stealers and which should have more time allotted.
- 3) Make a planned weekly schedule taking into account all of your obligations.
- 4) Try to follow your schedule to improve your time use.

