

Ready, Set, Action!

DIRECTIONS - Part 1 - Log Your Routine

In order to create a well-balanced daily schedule, it is a good idea to first reflect on how you currently are spending your time.

1. Pick a day. Then repeatedly ask yourself, "What am I doing today?" Use the log below to keep track of the time you spend on each activity.
2. Bucket your time into general activities like: SLEEPING, EATING, SCREEN TIME, EXERCISING, STUDYING, READING, etc. Write these activities in the first and third columns.
3. Then record the time you spend in total on each activity in the column to the right. You may want to record the times in 15-, 30-, or 60-minute chunks. Remember, your time should add up to 24 hours (or 1440 minutes).

DATE: _____

ACTIVITY	TOTAL TIME	ACTIVITY	TOTAL TIME
[example: sleeping]	[8 hours & 30 min.]		

TOTAL TIME: 24 HOURS

DIRECTIONS - Part 2 - Create an Action Plan

Now it is time to reimagine your day.

1. Look back at your log. Which activities would you change? How could you improve your use of time? What would make for a more well-balanced day?
2. Use the pie chart below to block out the flow of your day. Each slice represents one hour, but you can outline or color in several to create larger wedges of time. Do label each section with an activity.
3. Make sure to incorporate mental and physical breaks into your schedule. And remember, get plenty of sleep as part of your action plan!

