

# How do you use your time?



Where does your time actually go? Try filling in this daily time-use grid to get a proper idea of what takes up your time.

You will get the best idea of how you use your time if you complete a few days – three would be enough. However, even doing it for one day can be an eye-opener – if you're honest. And once you have a better idea of what takes up your time, you can focus your efforts to work more effectively in the most appropriate areas.

**How to use the grid:** Fill in your start time when you get up. Don't wait till the end of the day to complete – set an hourly alarm (perhaps on your mobile) and write in every hour until you go to bed.

Time...	Time...	Time...	Time...
Time...	Time...	Time...	Time...
Time...	Time...	Time...	Time...
Time...	Time...	Time...	Time...
Time...	Time...	Time...	Time...
Time...	Time...	Time...	Time...

To try an interactive exercise on time-use, go to [www.ucc.vt.edu/stdysk/TMInteractive.html](http://www.ucc.vt.edu/stdysk/TMInteractive.html).