Time Analysis

On this worksheet, write the type of activity or the categories you have identified. Write the total amount of time in the columns for each day, add up the total actual time you spent on these activities, and write in the time you estimated on your daily or weekly timetables. Use your time record and your analysis worksheet to compare and contrast how you schedule your time versus how you actually use it. And then, make adjustments to your management of time accordingly.

Type of Activity	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total	Est.