

# Tracking your Time

Keep a log of how you spend your time for a week to see how you're really using it. Then evaluate how you devote time to various activities. Adjust your time management plan and schedule based on that.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							