

## How to Start Your Time Management Journal

1. Making an initial assessment of how you spend your time takes approximately 3 days of observation. Keeping a journal specifically to log how you spend your time will help to clarify your time management or lack thereof. It will also drive up your awareness of time management!

Here is what I encourage you to do for a Time Management Journal

### Break up your day into 3 parts

- A. From the start of your morning through lunch
- B. Lunch through dinner time
- C. Dinner to bedtime

For each of the three parts of your day, log down what activities you were engaged in. Look for any trends or themes. Write down a few reflective sentences.

### At the end of the 3 days, ask yourself the following:

1. Were there any themes that re-occurred?
2. How much time (if any) was dedicated to self-care (exercise, talking with friends, etc). If there was not time for this, ask yourself *why*?
3. Were the activities you were engaged in *truly* a priority that *had* to be done or could they have been scheduled for later?