



SUMMARY OF ACTIVITIES FOR THE TIME-USE CHART

Directions: At the end of the week, summarize your activities on the chart below. Once you [evaluate](#) where your time goes, print a copy of the [Planned Weekly Schedule](#) and fill it in with your course schedule, study time and other activities. Try to follow your schedule to improve your time use.

SUMMARY OF ACTIVITIES

ACTIVITY		MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL	PERCENT*
School Related	Class & Lab									
	Study									
	Clubs & Organizations									
	Total									
Work										
Personal	Social & Recreational									
	TV & Stereo									
	Total									
Health-related	Eating, Bathing, Exercise, etc.									
	Sleep									
	Total									
Travel										
Out-of-school Commitments										
Other										
Total Hours		24	24	24	24	24	24	24	168	100

*To determine percentage, divide the number of hours in an activity by 168. For example; 56 hours of sleep divided by 168 = 33.3%

Here is how to [evaluate your Summary](#) with a couple of suggestions on how to improve as well.

[Send Us E-mail](#)

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Page Coordinator: Achievement Center