



Taking Stock of Time

Description:

To improve performance, you first assess current effectiveness.

This activity will help students take stock . . . assess . . . understand how they use their time now. That will give them insight on how they might improve, which is the focus of the next lesson.

Objectives:

Students will:

- record how time is currently spent
- graph how the hours of the day are spent, on average
- analyze time use

Procedure:

1. Photocopy and hand out the facing sheet.
2. Ask students to track their time use for the next week. As a homework assignment, have students total the hours they spent on each activity throughout the week. Then they can divide by seven to arrive at their daily averages.
3. Also as part of their homework assignment, ask students to graph their average day. A bar graph would be good; a pie chart would be better. Students can use the reverse side of the handout for this, if you wish.



Name: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M. 12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
P.M. 12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							



Set as one of your weekly goals to complete this time use survey accurately.

Slaying the dragon of delay is no sport for the short-winded. - Sandra Day O'Connor