

Time Management

Time Audit

- 1 **There are 24 hours in a day. How do you currently spend your time?**
 - Complete **Column A** by writing the number of hours/minutes you spend each day on each activity; and make the calculation.
- 2 **Ask yourself the following questions:**
 - How much time do you have left for study?
 - Are you satisfied that you have enough time to study?
 - Which activities don't receive enough time?
 - Which activities take up too much time?
 - Do you need to lighten your load?
 - Do you need to learn how to say 'no'?
 - Do you need to consider your priorities?
- 3 **Now consider how you would PREFER to spend your time:**
 - Complete **Column B**, initially in pencil. Keep working the hours/minutes until you are satisfied.
 - This is your goal to work towards.

Activity	Column A How I currently spend my time	Column B How I would PREFER to spend my time
Sleeping		
Eating		
Personal/shopping/home		
Travelling		
Working		
Lectures, seminars, tutorials		
Socialising/relaxation		
Regular functions (eg sport, community, clubs)		
Exercise		
Other		
TOTALS		
Subtract the total from 24 hours: (This is the time left for study)		

This is the time left for study.

This is your goal to work towards.