

Baseline Time Recording Sheet

Record your activities in ½ hour or 1 hour units for one week. At the end of the week calculate totals for major activities using the following categories: Lecture, Laboratory, Clinical, PS (personal study), Job, M (maintenance activities including shopping, cooking, cleaning, errands, eating, personal hygiene, etc.), COM (commute time), PE (physical exercise), S (sleep), R&R, (rest and recreation, including anything that does not fit into previous categories).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4:00 a.m.							
5:00							
6:00							
6:30							
7:00							
7:30							
8:00							
9:00							
10:00							
11:00							
11:30							
12:00							
1:00 p.m.							
2:00							
3:00							
4:00							
5:00							
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00							
1:00 a.m.							
2:00							
3:00							
Daily:							
LEC							
LAB							
Clinical							
P Study							
COM							
JOB							
Maint							
PE							
R&R							
Sleep							

Weekly totals: Lecture = _____ Lab = _____ Clinical = _____ Personal Study = _____ Commute = _____

Job = _____ Maintenance = _____ PE = _____ R&R = _____ Sleep = _____.