

Plan/Actual Time Recording Sheet

Record your activities in one hour or in half-hour units for one week. At the end of the week calculate totals for major activities using the following categories: LEC (lecture), LAB (laboratory), SLA (scheduled learning activities, e.g., seminars, review sessions, study groups), PS (personal study), JOB (employed hours), M (maintenance activities including shopping, cooking, cleaning, errands, eating, personal hygiene, etc.), 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 | |
|----------------|--------|--------|---------|--------|-----------|--------|----------|--------|--------|--------|----------|--------|--------|--------|
| | plan | actual | plan | actual | plan | actual | plan | actual | plan | actual | plan | actual | plan | actual |
| 5:00 a.m. | | | | | | | | | | | | | | |
| 6:00 | | | | | | | | | | | | | | |
| 6:30 | | | | | | | | | | | | | | |
| 7:00 | | | | | | | | | | | | | | |
| 7:30 | | | | | | | | | | | | | | |
| 8:00 | | | | | | | | | | | | | | |
| 9:00 | | | | | | | | | | | | | | |
| 10:00 | | | | | | | | | | | | | | |
| 11:00 | | | | | | | | | | | | | | |
| 12:00 | | | | | | | | | | | | | | |
| 1:00 p.m. | | | | | | | | | | | | | | |
| 2:00 | | | | | | | | | | | | | | |
| 3:00 | | | | | | | | | | | | | | |
| 4:00 | | | | | | | | | | | | | | |
| 5:00 | | | | | | | | | | | | | | |
| 5:30 | | | | | | | | | | | | | | |
| 6:00 | | | | | | | | | | | | | | |
| 6:30 | | | | | | | | | | | | | | |
| 7:00 | | | | | | | | | | | | | | |
| 7:30 | | | | | | | | | | | | | | |
| 8:00 | | | | | | | | | | | | | | |
| 9:00 | | | | | | | | | | | | | | |
| 10:00 | | | | | | | | | | | | | | |
| 10:30 | | | | | | | | | | | | | | |
| 11:00 | | | | | | | | | | | | | | |
| 11:30 | | | | | | | | | | | | | | |
| 12:00 | | | | | | | | | | | | | | |
| 12:30 am | | | | | | | | | | | | | | |
| 1:00 | | | | | | | | | | | | | | |
| 2:00 | | | | | | | | | | | | | | |
| 3:00 | | | | | | | | | | | | | | |
| 4:00 | | | | | | | | | | | | | | |
| Daily: | | | | | | | | | | | | | | |
| LEC | | | | | | | | | | | | | | |
| LAB | | | | | | | | | | | | | | |
| SLA | | | | | | | | | | | | | | |
| P Study | | | | | | | | | | | | | | |
| COM | | | | | | | | | | | | | | |
| Maint | | | | | | | | | | | | | | |
| PE | | | | | | | | | | | | | | |
| R&R | | | | | | | | | | | | | | |
| Sleep | | | | | | | | | | | | | | |

Actual weekly totals: Lecture = _____ Lab = _____ SLA = _____ Personal Study = _____ Commute = _____

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