**Time Analysis and Planning Sheet to Achieve Your Goals**

**HOW DO I CURRENTLY SPEND MY TIME? (CUR) HOW TO PLAN MY TIME MORE EFFECTIVELY (PL)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY | Sunday | | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | |
|  | **CUR** | **PL** | **CUR** | **PL** | **CUR** | **PL** | **CUR** | **PL** | **CUR** | **PL** | **CUR** | **PL** | **CUR** | **PL** |
| Sleeping |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Eating |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| School |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Homework /  Study |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Leisure / Friends |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Travel  (Bus /walking) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hobbies  Special interest |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chores |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TV |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Computer  games |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Part-time work |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Social network  Facebook etc |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total time used |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total hrs /day | =24 | =24 | =24 | =24 | =24 | =24 | =24 | =24 | =24 | =24 | =24 | =24 | =24 | =24 |

