

Planning & Time Use Worksheet

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NAME

.....
DATE

How to use this worksheet

- Start with the time diary.
- Pick a day to keep a time diary. (You can do this for more than one day, but one day is often enough to tell you where your time is going.)
- Capture your activities in 30-minute increments. You don't have to write stuff down every 30 minutes, but try to do it once an hour so your recall is accurate.
- Obviously, if you're doing something for a few hours (like sleeping) just fill it in when you can.
- You don't have to be super-detailed, just get the general idea.
- The goal here is simply to show how you spend your time. Try to be as accurate as possible.

Then, look for patterns and consider what to adjust.

- The time diary will show you where your time is going, and what things you might need to anticipate in your routine.
- Work with your coach to explore options for planning and preparing more effectively, as well as plugging any "time leaks".

Time diary

TIME	WHAT ARE YOU DOING?
12:00 AM
12:30
1:00
1:30
2:00
2:30
3:00
3:30
4:00
4:30
5:00
5:30
6:00
6:30
7:00
7:30

Planning & Time Use Worksheet (cont'd)

8:00	
8:30	
9:00	
9:30	
10:00	
10:30	
11:00	
11:30	
12:00 PM	
12:30	
1:00	
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
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 PM	

Review and analysis

After reviewing your time diary, what do you notice about how you spend your time?

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Do you notice any patterns?

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How could you plan and prepare more effectively to take advantage of the time you have?

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What is ONE small improvement you might be willing to make to your time use to help yourself improve your health, fitness, and / or nutrition habits?

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