

# Time Tracker

**Instructions:** Use this handout to track how you typically spend a 24-hour period. Then analyze your time use, identify areas for improvement, and create a more effective daily schedule.

## Part 1. Time Tracking

Record how you typically spend a 24-hour period. Estimate the number of hours spent on each activity. Be honest to get an accurate picture of your routine.



Activity	Hours Spent
Sleeping	
School	
Homework/Studying	
Screen Time (TV, social media, gaming)	
Extracurricular Activities	
Chores/Household Tasks	
Social Time (friends, family)	
Exercise/Physical Activity	
Free Time/Relaxation	
Other: _____	
<b>Total (Must equal 24 hours)</b>	

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

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### Part 2. Time Analysis

Categorize each activity from Part 1 into one of the following:

- Productive (helps you reach goals: studying, exercise, and extracurriculars)
- Necessary (must be done: sleep, chores, and school hours)
- Time-Wasting (does not contribute to goals: excessive social media or procrastination)

Activity	Category (Productive, Necessary, Time-Wasting)
Sleeping	
School	
Homework/Studying	
Screen Time (TV, social media, gaming)	
Extracurricular Activities	
Chores/Household Tasks	
Social Time (friends, family)	
Exercise/Physical Activity	
Free Time/Relaxation	
Other: _____	

### Part 3. Applying the Eisenhower Matrix

**Instructions:** Using the Eisenhower Matrix, decide which tasks should be prioritized, scheduled, delegated, or eliminated based on their importance and urgency.

Tasks I need to prioritize (do now):

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Tasks I should schedule (plan for later):

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Tasks I can delegate or minimize:

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Tasks I should eliminate:

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