

**How I Spend My Time**

<b>Activity</b>	<b>Time spent</b>	<b>Day's total</b>	<b>Week's total</b>
Preparing for class	_____	_____	_____
In class	_____	_____	_____
Traveling to school	_____	_____	_____
Meetings	_____	_____	_____
Professional paperwork	_____	_____	_____
Personal paperwork	_____	_____	_____
Phone calls	_____	_____	_____
Meals	_____	_____	_____
Errands	_____	_____	_____
Dressing and preparing for the day	_____	_____	_____
Personal time for relaxing	_____	_____	_____
Family time	_____	_____	_____
Social	_____	_____	_____
Reading	_____	_____	_____
Television	_____	_____	_____
Other	_____	_____	_____