

**Time & Energy Management: 3-Day Time Monitor & Summary**

First, record all of your activities for three (3) days. Record your activities precisely and accurately, so that you have an honest record of exactly how you spent your time for those days. Then, complete the summary form and brief analysis.

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| **3-Day Time Monitor** |
| Record your activities in 30-minute increments for the next three (3) days. |
| **DAY 1** | **DAY 2** | **DAY 3** |
| 12 midnight | 12 midnight | 12 midnight |
| 12:30 am | 12:30 am | 12:30 am |
| 1:00 am | 1:00 am | 1:00 am |
| 1:30 am | 1:30 am | 1:30 am |
| 2:00 am | 2:00 am | 2:00 am |
| 2:30 am | 2:30 am | 2:30 am |
| 3:00 am | 3:00 am | 3:00 am |
| 3:30 am | 3:30 am | 3:30 am |
| 4:00 am | 4:00 am | 4:00 am |
| 4:30 am | 4:30 am | 4:30 am |
| 5:00 am | 5:00 am | 5:00 am |
| 5:30 am | 5:30 am | 5:30 am |
| 6:00 am | 6:00 am | 6:00 am |
| 6:30 am | 6:30 am | 6:30 am |
| 7:00 am | 7:00 am | 7:00 am |
| 7:30 am | 7:30 am | 7:30 am |
| 8:00 am | 8:00 am | 8:00 am |
| 8:30 am | 8:30 am | 8:30 am |
| 9:00 am | 9:00 am | 9:00 am |
| 9:30 am | 9:30 am | 9:30 am |
| 10:00 am | 10:00 am | 10:00 am |
| 10:30 am | 10:30 am | 10:30 am |
| 11:00 am | 11:00 am | 11:00 am |
| 11:30 am | 11:30 am | 11:30 am |
| 12 noon | 12 noon | 12 noon |
| 12:30 pm | 12:30 pm | 12:30 pm |
| 1:00 pm | 1:00 pm | 1:00 pm |
| 1:30 pm | 1:30 pm | 1:30 pm |
| 2:00 pm | 2:00 pm | 2:00 pm |
| **DAY 1** | **DAY 2** | **DAY 2** |
| 2:30 pm | 2:30 pm | 2:30 pm |
| 3:00 pm | 3:00 pm | 3:00 pm |
| 3:30 pm | 3:30 pm | 3:30 pm |
| 4:00 pm | 4:00 pm | 4:00 pm |
| 4:30 pm | 4:30 pm | 4:30 pm |
| 5:00 pm | 5:00 pm | 5:00 pm |
| 5:30 pm | 5:30 pm | 5:30 pm |
| 6:00 pm | 6:00 pm | 6:00 pm |
| 6:30 pm | 6:30 pm | 6:30 pm |
| 7:00 pm | 7:00 pm | 7:00 pm |
| 7:30 pm | 7:30 pm | 7:30 pm |
| 8:00 pm | 8:00 pm | 8:00 pm |
| 8:30 pm | 8:30 pm | 8:30 pm |
| 9:00 pm | 9:00 pm | 9:00 pm |
| 9:30 pm | 9:30 pm | 9:30 pm |
| 10:00 pm | 10:00 pm | 10:00 pm |
| 10:30 pm | 10:30 pm | 10:30 pm |
| 11:00 pm | 11:00 pm | 11:00 pm |
| 11:30 pm | 11:30 pm | 11:30 pm |

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| **SUMMARY: How much time did you spend…?** |
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| **DAY 1** | **DAY 2** | **DAY 3** |
| Sleeping: | Sleeping: | Sleeping: |
| Personal grooming: | Personal grooming: | Personal grooming: |
| Eating/preparing food: | Eating/preparing food: | Eating/preparing food: |
| Commuting: | Commuting: | Commuting: |
| Errands/chores: | Errands/chores: | Errands/chores: |
| Physical activity: | Physical activity: | Physical activity: |
| w/Family: | w/Family: | w/Family: |
| w/Friends: | w/Friends: | w/Friends: |
| w/Significant Other: | w/Significant Other: | w/Significant Other: |
| At a job: | At a job: | At a job: |
| In class: | In class: | In class: |
| Studying: | Studying: | Studying: |
| Other (describe):-- | Other (describe):-- | Other (describe):-- |

**Brief Analysis**

How are you wasting your time?

When are you most productive? (Figure out your Prime Productivity Time - PPT.)

How does your use of time compare to your goals?