Suffolk
COUNTY COMMUNITY COLLEGE

Time Management Reflection

Pick a busy or typical day in your life and track your activities every 30 minutes throughout the day. Be honest and specific by recording everything you do, such as: waking up, eating, working, attending class, taking care of family members, studying (including the subject or type of homework), hanging out with friends, using social media, relaxing, eating, sleeping, etc. Then, label them either high, medium, low priority. This will help you see how you currently allocate your time. Afterward, answer the questions below to reflect on your day and gain insights into how you'd like to better manage your time.

After analyzing how I spent my time on this day, I realized that…

I would like to spend more time on…

I would like to spend less time on…

I was surprised by how much time I spent on…

I was surprised by how little time I spent on…

Three things I'd like to change about how I manage my time are:

Time Blocking Worksheet

Time	Activity	Priority (high, medium, low)
5:00 - 5:30 AM		
5:30 - 6:00 AM		
6:00 - 6:30 AM		
6:30 - 7:00 AM		
7:00 - 7:30 AM		
7:30 - 8:00 AM		
8:00 - 8:30 AM		
8:30 - 9:00 AM		
9:00 - 9:30 AM		
9:30 - 10:00 AM		
10:00 - 10:30 AM		
10:30 - 11:00 AM		
11:00 - 11:30 AM		
11:30 AM - 12:00 PM		
12:00 - 12:30 PM		
12:30 - 1:00 PM		
1:00 - 1:30 PM		
1:30 - 2:00 PM		
2:00 - 2:30 PM		
2:30 - 3:00 PM		
3:00 - 3:30 PM		
3:30 - 4:00 PM		
4:00 - 4:30 PM		
4:30 - 5:00 PM		

Time		
5:00 - 5:30 PM		
5:30 - 6:00 PM		
6:00 - 6:30 PM		
6:30 - 7:00 PM		
7:00 - 7:30 PM		
7:30 - 8:00 PM		
8:00 - 8:30 PM		
8:30 - 9:00 PM		
9:00 - 9:30 PM		
9:30 - 10:00 PM		
10:00 - 10:30 PM		
10:30 - 11:00 PM		
11:00 - 11:30 PM		
11:30 PM - 12:00 AM		
12:00 - 12:30 AM		
12:30 - 1:00 AM		
1:00 - 1:30 AM		
1:30 - 2:00 AM		
2:00 - 2:30 AM		
2:30 - 3:00 AM		
3:00 - 3:30 AM		
3:30 - 4:00 AM		
4:00 - 4:30 AM		
4:30 - 5:00 AM		

Adapted from University of Washington, Academic Support Programs