

Daily Time Tracker

Time	Planned Schedule	Actual Schedule	Thoughts / Feelings
5:00 AM			
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			
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 AM			

Using the Daily Time Tracker

The daily time tracker is designed to help you track your planned time versus how you actually spent your time throughout the day. To fill it out, you should:

1. **Plan your day in advance** – fill out the “Planned Schedule” column with your plan for the day. This plan should include classes, formal commitments, meals, sleeping, and any other additional activities.
2. **Track your time** – fill out the “Actual Schedule” column with how you **actually** spend your time. Try to do this periodically throughout the day so you can track your time more accurately.
3. **Evaluate your planned vs. actual schedule** – once the day is over, take some time to analyze your planned schedule in relation to your actual schedule. Use the “Thoughts/Feelings” column to reflect on your day.
 - a. What differences and similarities do you notice between your planned vs. actual schedule?
 - i. Why do you think this is?
 - ii. What external and internal factors led to these differences and similarities?
 - b. How can this help you plan your schedule in the future?