


# Planning a Daily Schedule



**Educational  
Talent Search**

*Preparing students for college and a brighter future*



# Use a chart to record your activities of the previous day

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Jot down everything you did from the moment you woke up until you turned out the light.



Of course, put in your scheduled classes and your commitments like soccer practice, clubs, piano lessons and job.



Note how much time you spent eating breakfast, getting to school, chatting with friends. Don't leave anything out.



Don't change your schedule to fit an ideal of what you ought to be doing.



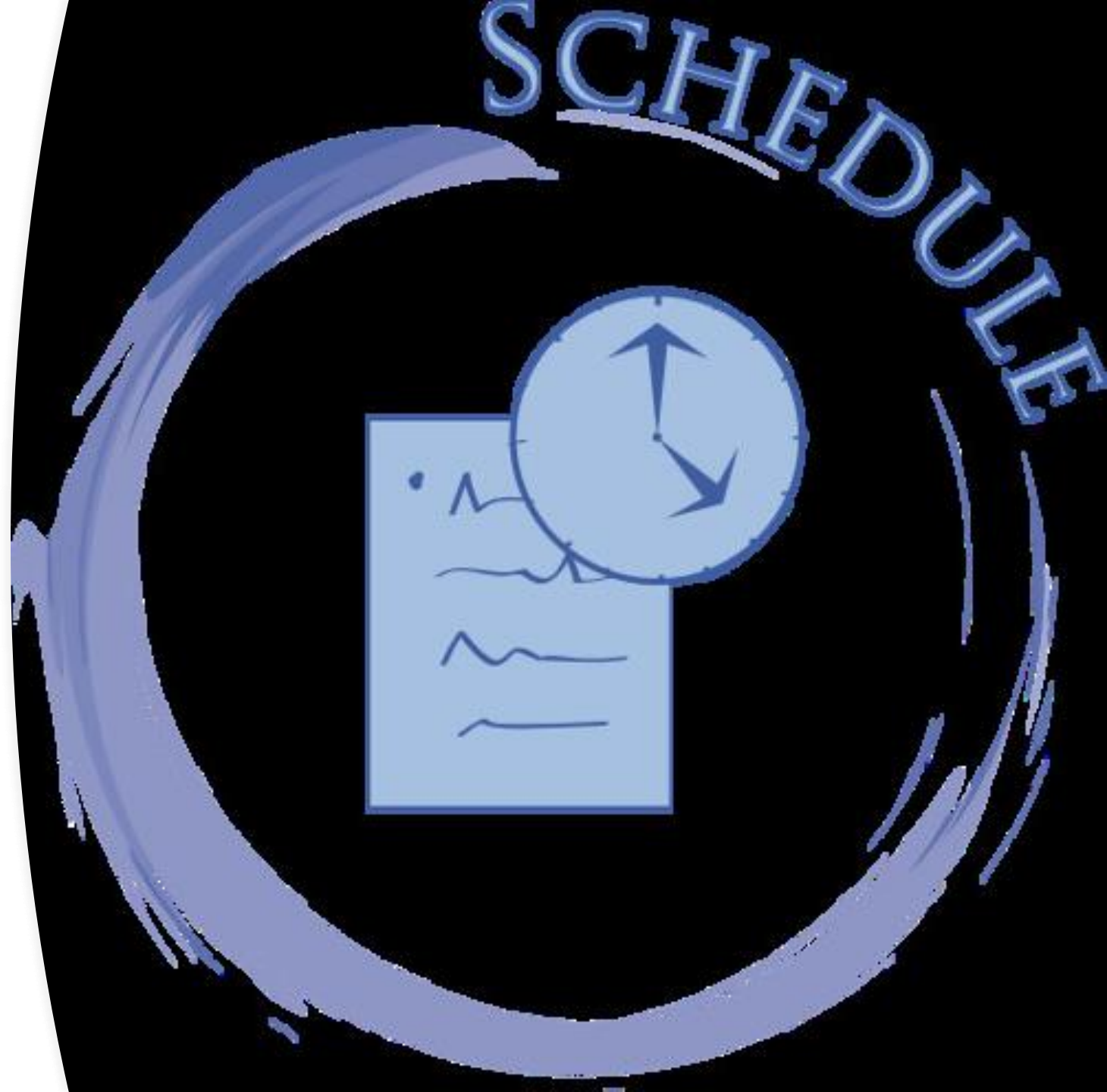
Don't make any judgments; **JUST OBSERVE YOURSELF.**


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**After filling out the schedule, you will have a better idea of how you are spending your time**

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- Maybe you tend to set aside hours for specific tasks and then find that distractions have taken over.
- Or maybe you are devoting too much time to kicking the soccer ball around, listening to music, or talking to friends.
- Maybe you think too much about what you should be doing instead of doing it.





# **Answer the questions in the chart entitled "Do you Know Where Your Time Goes?"**

**to get a better idea about how you are spending your time and how you can  
make some changes**

# Do You Know Where Your Time Goes ?

Do you usually know in the morning how you will spend your day after class?

Does each school day include enough time for study?

for hobbies and sports?

for friends?

for chores?

for sleep?



Do you put limits on social media?

talking/texting on the telephone?

using social media?

playing video games?

taking naps?

"chilling"/hanging out?

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## Do You Know Where Your Time Goes ?

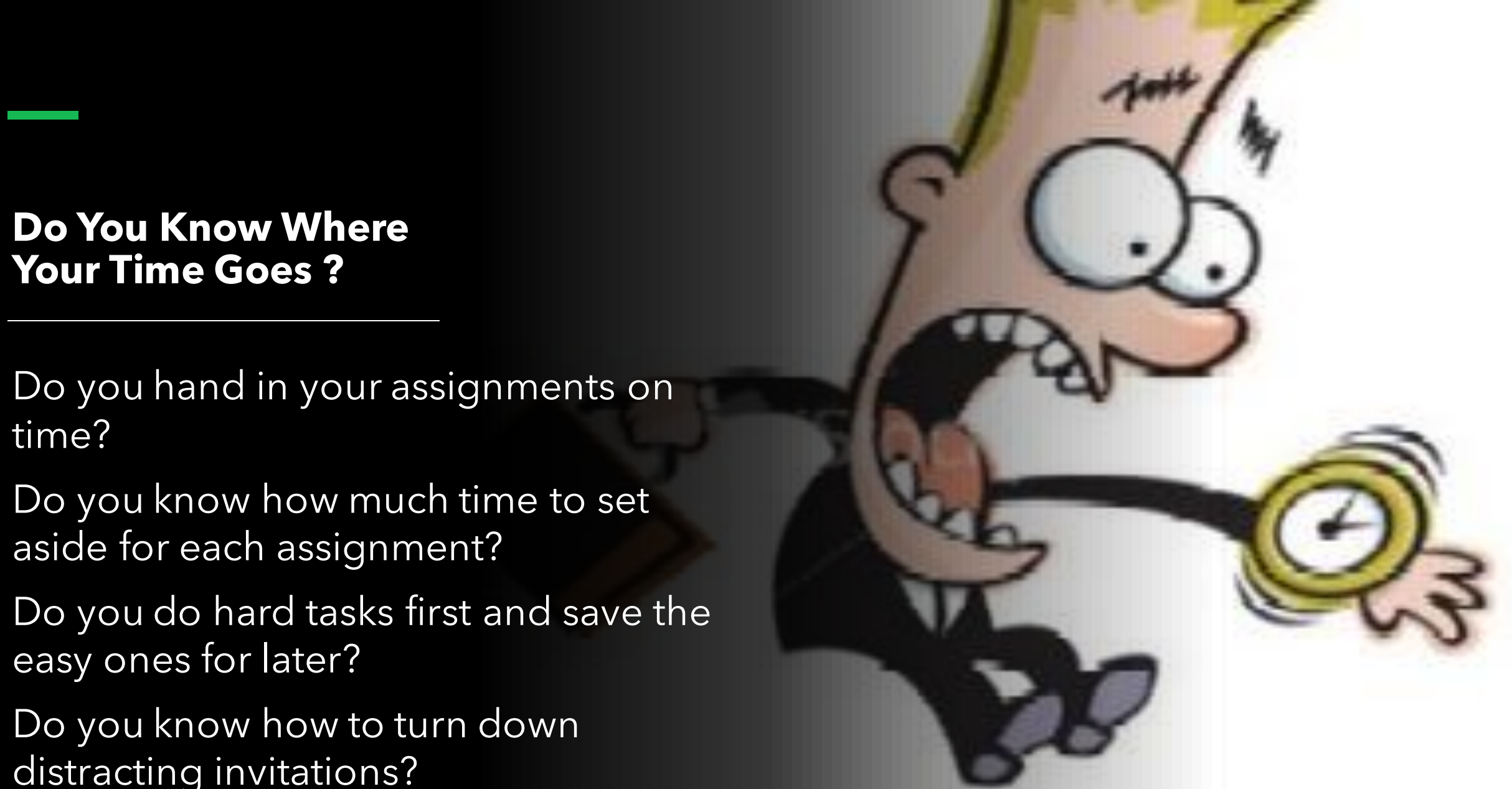
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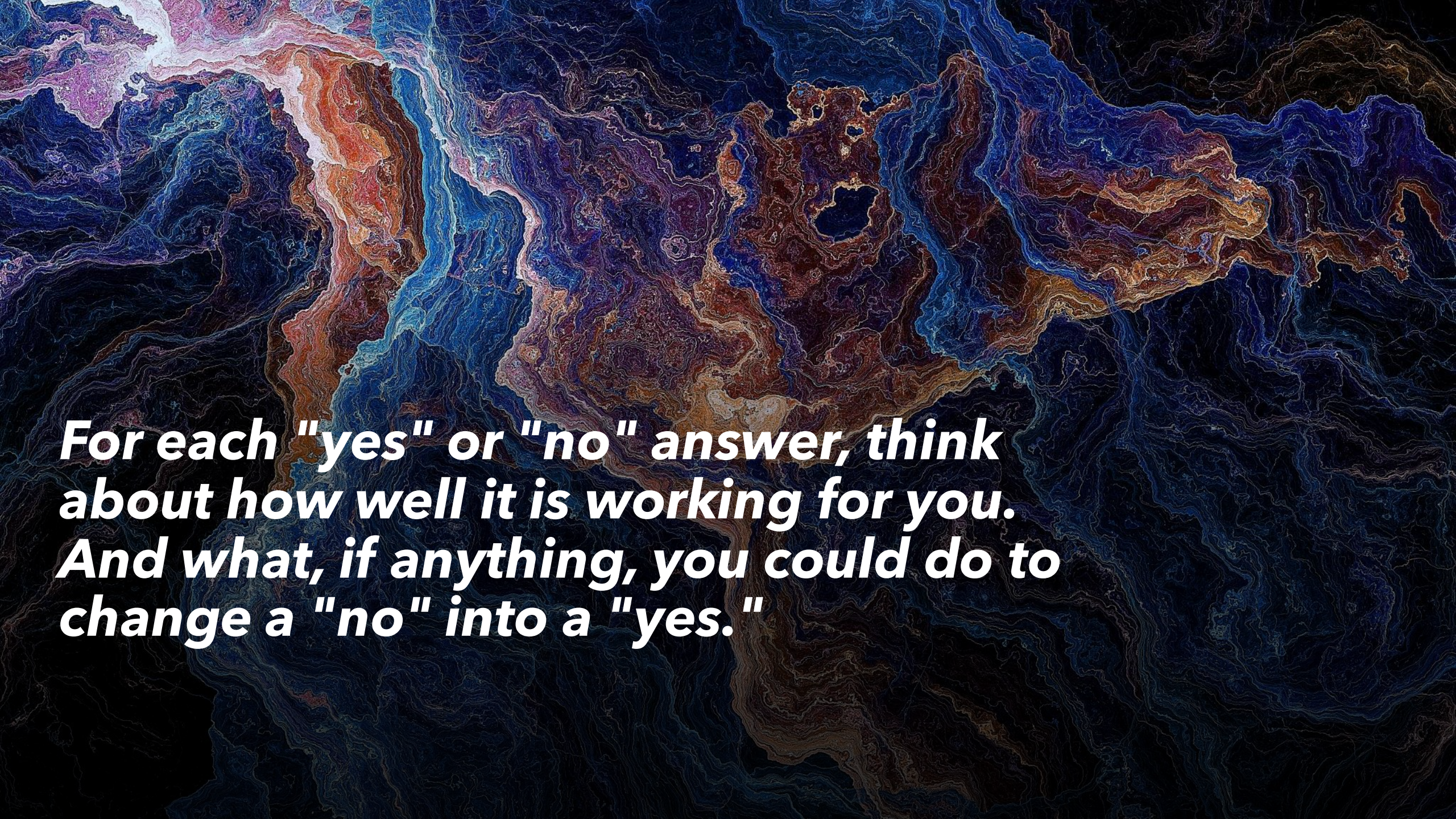
Do you hand in your assignments on time?

Do you know how much time to set aside for each assignment?

Do you do hard tasks first and save the easy ones for later?

Do you know how to turn down distracting invitations?





***For each "yes" or "no" answer, think about how well it is working for you. And what, if anything, you could do to change a "no" into a "yes."***