

PLANNING & TIME USE WORKSHEET

HOW TO USE THIS WORKSHEET

- START WITH THE TIME DIARY.
- PICK A DAY TO KEEP A TIME DIARY. (YOU CAN DO THIS FOR MORE THAN ONE DAY, BUT ONE DAY IS OFTEN ENOUGH)
- CAPTURE YOUR ACTIVITIES IN 30-MINUTE INCREMENTS. TRY TO BE AS ACCURATE AS POSSIBLE
WE RECOMMEND SETTING A TIMER ON YOUR PHONE FOR EVERY 30 MINUTES THROUGHOUT THE DAY-TAKING NOTE OF WHAT YOU ARE DOING WHEN THE TIMER GOES OFF
RESTART THE TIMER EACH TIME YOU FINISH WRITING DOWN YOUR FINDINGS
- FEEL FREE TO BLOCK OFF THINGS YOU DO FOR MULTIPLE HOURS-LIKE SLEEP
- DON'T WORRY ABOUT BEING TOO DETAILED-WE ARE JUST TRYING TO CAPTURE AN IDEA OF HOW WE ARE USING OUR TIME
- THE TIME DIARY WILL SHOW YOU WHERE YOUR TIME IS GOING, AND WHAT THINGS YOU MIGHT NEED TO ANTICIPATE IN YOUR ROUTINE.
- REFLECT ON YOUR FINDINGS, LOOK FOR PATTERNS, AND CONSIDER WHAT TO ADJUST
- YOU CAN COME BACK TO THIS WORKSHEET AGAIN AND AGAIN TO TRY TO RE-ESTABLISH YOUR IDEAL SCHEDULE AND USE OF YOUR TIME EACH DAY.

AFTER REVIEWING YOUR TIME DIARY, WHAT DO YOU NOTICE ABOUT HOW YOU SPEND YOUR TIME?



WHAT ARE SOME GOOD PATTERNS IN THE WAY YOU ARE USING YOUR TIME?



WHAT ARE SOME POOR PATTERNS IN THE WAY YOU ARE USING YOUR TIME?



WHAT IS ONE SMALL CHANGE YOU WOULD BE WILLING TO MAKE TO YOUR TIME USE TO HELP YOURSELF IMPROVE YOUR HEALTH, FITNESS, AND / OR NUTRITION HABITS?

