



University Tutorial Center  
California State University, Los Angeles  
**MY DAILY TIME LOG**



Circle one:    Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

Time	A Sleeping	B* Hygiene	C Eating	D* Recreation	E* Personal	F* Chores	G Studying	H Classes	I Work	J Commuting	K* Other
6 am – 7 am											
7 am – 8 am											
8 am – 9 am											
9 am – 10 am											
10 am – 11 am											
11 am – 12 pm											
12 pm – 1 pm											
1 pm – 2 pm											
2 pm – 3 pm											
3 pm – 4 pm											
4 pm – 5 pm											
5 pm – 6 pm											
6 pm – 7 pm											
7 pm – 8 pm											
8 pm – 9 pm											
9 pm – 10 pm											
10 pm – 11 pm											
11 pm – 12 pm											
Total # of ✓s											
✓s X 15 min =											

\*B. Hygiene (bathing, grooming, dressing, etc.)    D. Recreation (TV/CD/MP3 player/radio, computer, cell phone, going out, exercise, sports, club meetings, etc.)  
E. Personal (writing/reading, drawing, time alone, religious observances, family activities, etc.)    F. Chores (shopping, cooking, laundry, house work, yard work, baby sitting, etc.)    L. Other (whatever doesn't fit into another category)

**Directions:** Make a copy of this Log for each day of the week. Let a check (✓) represent 15 minutes. Whenever you engage in an activity in one of the categories, draw a check (✓) in the corresponding time block for each 15 minutes of activity. For example, if you are sleeping from 6 a.m. to 6:30 a.m., draw 2 checks in the 6 a.m. to 7 a.m. time block under Category A-Sleeping. If you then take a shower and dress between 6:30 am and 7 am, draw 2 checks in the 6 a.m. to 7 a.m. time block under Category B-Hygiene. Carry a 3X4 index card or a 3X5 tablet to record your activities during the day so that you can later transfer them to this Log. At the end of the day, count up the number of checks for each category and then multiply the total number of checks for each category times 15 minutes. This will give you the total amount of time you spend each day for a particular activity. Do this for an entire week to get an overall picture of how you spend your time during the week. At that point, you can make decisions about what you want to maintain, what you want to increase, or what you want to decrease. Remember that a week has only 168 hours so you will need to make choices. If you want to increase time for one or more activities, you will need to decrease time in other activities.