**SUMMARY OF ACTIVITIES FOR THE TIME-USE CHART**

Directions: At the end of the week, summarize your activities on the chart below. Once you [evaluate](http://www.d.umn.edu/kmc/student/loon/acad/strat/eval_summary.html) where your time goes, print a copy of the [Planned Weekly Schedule](http://www.d.umn.edu/kmc/student/loon/acad/strat/plan_week_sched.html) and fill it in with your course schedule, study time and other activities. Try to follow your schedule to improve your time use.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SUMMARY OF ACTIVITIES | | | | | | | | | | |
| **ACTIVITY** | | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** | **SUN** | **TOTAL** | **PERCENT\*** |
| **School Related** | **Class & Lab** | 8 | 8 | 8 | 8 | 8 | 0 | 0 | 40 | 23.80% |
| **Study** | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 6 | 3.57% |
| **Clubs & Organizations** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| **Total** | 9 | 9 | 9 | 9 | 9 | 0 | 1 | 37 | 22.02% |
| **Work** |  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| **Personal** | **Social & Recreational** | 3 | 2 | 3 | 2 | 2 | 4 | 4 | 20 | 11.90% |
| **TV & Stereo** | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 5 | 2.97% |
| **Total** | 4 | 3 | 4 | 3 | 2 | 5 | 4 | 25 | 14.88% |
| **Health-related** | **Eating, Bathing, Exercise, etc.** | 1 hr | 1 | 1 | 1 | 1 | 2 | 2 | 9 | 5.36% |
| **Sleep** | 6 | 6 | 6 | 6 | 5 | 5 | 6 | 40 | 23.81% |
| **Total** | 7 | 7 | 7 | 7 | 6 | 7 | 8 | 49 | 29.17% |
| **Travel** |  | 15 min | 0 | 15 | 15 | 15 | 0 | 15 | 1 | 0.60% |
| **Out-of-school Commitments** |  | 1 hr | 1 | 1 | 1 | 1 | 1 | 1 | 7 | 4.17% |
| **Other** |  | 3 hr | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 1.79% |
| **Total Hours** |  | 24 | 24 | 24 | 24 | 24 | 24 | 24 | 168 | 100 |

\*To determine percentage, divide the number of hours in an activity by 168. For example; 56 hours of sleep divided by 168 = 33.3%

Here is how to [evaluate your Summary](http://www.d.umn.edu/kmc/student/loon/acad/strat/eval_summary.html) (<http://www.d.umn.edu/kmc/student/loon/acad/strat/eval_summary.html>) with a couple of suggestions on how to improve as well.