Name: _____ **Date:** _____ **Period:**_____

Time Journal (One Day)

Investing Time: Dedicating your time to something where the focus is to achieve a personal or work related goal.

Spending Time: Dedicating your time to something where the focus is **not** to achieve a personal or work related goal.

Directions: First, at the top of the chart, write down the date and time when you will begin and end your **homework** tonight. During this time period, create a **time journal** by recording everything that you do. Third, after you complete the chart, add up the total amount of time that you spent either focused on your homework or on things unrelated to your homework.

Example:

3:00–3:20	Worked on math HW	20 minutes	Investing
3:21–3:30	Checked personal email	9 minutes	Spending

Time Journal

Date: _____ **HW Start Time:** _____ **HW End Time:**_____

Time (Start and End)	Activity	Total Minutes	Spending or Investing Time?

Spending Time (Total Minutes): _____ **Investing Time (Total Minutes):** _____

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