

Time Management Self Observation

Overview of Time Management Self Observation:

Making note of how you spend your time over the course of 36 hours will allow you to identify trends among your typical activities.

- Using the table below track your activities for a 36-hour period. For each entry, include the date, number of hours, and activity.
- It is also helpful to categorize the activity using Covey's Quadrants (See ASC Guide to Covey's Quadrants for more information):
 - Q1: Important and Urgent
 - Q2: Important but NOT Urgent
 - Q3: Not Important but Urgent
 - Q4: Not Important and NOT Urgent
- As you categorize your activities, be sure to define what makes an activity urgent and/or important.

Date	#of Hours	Activity Description	Q1	Q2	Q3	Q4	Additional Comments