

# Planning & Time Use Worksheet

.....  
NAME

.....  
DATE

## 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 to tell you where your time is going.)
- Capture your activities in 30-minute increments. You don't have to write stuff down every 30 minutes, but try to do it once an hour so your recall is accurate.
- Obviously, if you're doing something for a few hours (like sleeping) just fill it in when you can.
- You don't have to be super-detailed, just get the general idea.
- The goal here is simply to show how you spend your time. Try to be as accurate as possible.

## Then, look for patterns and consider what to adjust.

- The time diary will show you where your time is going, and what things you might need to anticipate in your routine.
- Work with your coach to explore options for planning and preparing more effectively, as well as plugging any "time leaks".

## Time diary

TIME	WHAT ARE YOU DOING?
12:00 AM	.....
12:30	.....
1:00	.....
1:30	.....
2:00	.....
2:30	.....
3:00	.....
3:30	.....
4:00	.....
4:30	.....
5:00	.....
5:30	.....
6:00	.....
6:30	.....
7:00	.....
7:30	.....



Planning & Time Use Worksheet (cont'd)

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8:00 .....

8:30 .....

9:00 .....

9:30 .....

10:00 .....

10:30 .....

11:00 .....

11:30 .....

12:00 PM .....

12:30 .....

1:00 .....

1:30 .....

2:00 .....

2:30 .....

3:00 .....

3:30 .....

4:00 .....

4:30 .....

5:00 .....

5:30 .....

6:00 .....

6:30 .....

7:00 .....

7:30 .....

8:00 .....

8:30 .....

9:00 .....

9:30 .....

10:00 .....

10:30 .....

11:00 .....

11:30 .....

12:00 PM .....

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## Review and analysis

**After reviewing your time diary, what do you notice about how you spend your time?**

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**Do you notice any patterns?**

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**How could you plan and prepare more effectively to take advantage of the time you have?**

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**What is ONE small improvement you might be willing to make to your time use to help yourself improve your health, fitness, and / or nutrition habits?**

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