

**Watch how you spend your time.** Use this to help you see how you actually spend your time. Knowing this can help you save time to do the things you want to do.

**To do:**

- 1.) Fill in the schedule.
- 2.) Look at each hour and think about how necessary and important the tasks you have listed are to you and your family.
- 3.) Think about things you could remove from your schedule, and what you might want to replace it with.

**How I Spend My Time**

<b>Time</b>	<b>Task</b>	<b>Do I have to do this? (Yes/No)</b>
<b>6:00am</b>		
<b>7:00 am</b>		
<b>8:00 am</b>		
<b>9:00 am</b>		
<b>10:00 am</b>		
<b>11:00 am</b>		
<b>12:00 pm</b>		
<b>1:00 pm</b>		
<b>2:00 pm</b>		
<b>3:00 pm</b>		
<b>4:00 pm</b>		
<b>5:00 pm</b>		
<b>6:00 pm</b>		
<b>7:00 pm</b>		
<b>8:00 pm</b>		
<b>9:00 pm</b>		
<b>10:00 pm</b>		
<b>11:00 pm</b>		
<b>12:00 am</b>		
<b>1:00 am</b>		
<b>2:00 am</b>		
<b>3:00 am</b>		
<b>4:00 am</b>		
<b>5:00 am</b>		

**Make a new schedule.** Once you understand how you spend your time, you can make a new schedule that makes time for some new things.

**Tips:**

- This schedule should not be an exact plan; it should allow time for activities you have not planned.
- If you cannot stick to your time schedule, it should be changed.
- Try to get as many of your tasks done in the time when you have the most energy.

**My New Schedule**

<b>Time</b>	<b>Task</b>
<b>6:00am</b>	
<b>7:00 am</b>	
<b>8:00 am</b>	
<b>9:00 am</b>	
<b>10:00 am</b>	
<b>11:00 am</b>	
<b>12:00 pm</b>	
<b>1:00 pm</b>	
<b>2:00 pm</b>	
<b>3:00 pm</b>	
<b>4:00 pm</b>	
<b>5:00 pm</b>	
<b>6:00 pm</b>	
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<b>11:00 pm</b>	
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<b>2:00 am</b>	
<b>3:00 am</b>	
<b>4:00 am</b>	
<b>5:00 am</b>	