

## Plan/Actual Time Recording Sheet

Plan your activities for one week. Put a check beside the items you complete at the scheduled time. Write in what you actually did if it was different from your plan. At the end of the week calculate totals for major activities using the following categories: Lecture, Laboratory, Clinical, PS (personal study), Job, M (maintenance activities including shopping, cooking, cleaning, errands, eating, personal hygiene, etc.), COM (commute time), PE (physical exercise), S (sleep), R&R, (rest and recreation, including anything that does not fit into previous categories).

|                | Monday |        | Tuesday |        | Wednesday |        | Thursday |        | Friday |        | Saturday |        | Sunday |        |
|----------------|--------|--------|---------|--------|-----------|--------|----------|--------|--------|--------|----------|--------|--------|--------|
|                | plan   | actual | plan    | actual | plan      | actual | plan     | actual | plan   | actual | plan     | actual | plan   | actual |
| 4:00 a.m.      |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 5:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 5:30           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 6:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 6:30           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 7:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 7:30           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 8:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 9:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 10:00          |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 11:00          |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 12:00          |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 1:00 p.m.      |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 2:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 3:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 4:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 5:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 5:30           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 6:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 6:30           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 7:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 7:30           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 8:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 9:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 10:00          |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 10:30          |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 11:00          |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 11:30          |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 12:00          |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 1:00 a.m.      |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 2:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| 3:00           |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| <b>Daily:</b>  |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| <b>LEC</b>     |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| <b>LAB</b>     |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| <b>CLIN</b>    |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| <b>P Study</b> |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| <b>COM</b>     |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| <b>JOB</b>     |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| <b>Maint</b>   |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| <b>PE</b>      |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| <b>R&amp;R</b> |        |        |         |        |           |        |          |        |        |        |          |        |        |        |
| <b>Sleep</b>   |        |        |         |        |           |        |          |        |        |        |          |        |        |        |

Actual weekly totals: Lecture = \_\_\_\_\_ Lab = \_\_\_\_\_ Clinical = \_\_\_\_\_ Personal Study = \_\_\_\_\_ Commute = \_\_\_\_\_

Job = \_\_\_\_\_ Maint = \_\_\_\_\_ PE = \_\_\_\_\_ R&R = \_\_\_\_\_ Sleep = \_\_\_\_\_.