

Auditing Your Time and Accomplishments

Your perception versus the reality of how you spend your time may be quite different. Monitoring and physically writing down how you use your time can help to uncover things that are sabotaging your effectiveness, concentration, and productivity. Rating how well you stayed on track can help you see where you need to adjust and where progress is happening.

Use this table to record how you spend your time for completing academic and other tasks for a day. Review this table at the end of the day to compare how you used your time with what you wanted to accomplish during that time. Also, notice any patterns for effective or ineffective time use. Implement the necessary strategies to remove any distractions from what's sabotaging you. (e.g., turning off notifications on your phone when studying or working to help you stay focused)

Start time	End time	Time used	Description of activity	How well did I use my time? 1=poor 5=great	Analysis: why did I rate the task this way? (e.g., time was well-spent/wasted; I accomplished/didn't accomplish my goal)

Adapted from: Learning Strategies, Student Academic Success Services, Queen's University. (n.d.). *Time Monitoring form*. <https://sass.queensu.ca/wp-content/uploads/2013/09/Time-Monitoring-Form-and-Instructions.pdf>