

Instructions to complete Time Log

Purpose: To identify where you focus your time throughout 1 to 7 days. Doing this will enable you to see where your time is spent, estimate how long things take in order for you to make decisions on where and how to adjust your time to effectively meet your educational goals. Note: You will need to do a 'current' time log as well as a 'new' time log to begin tracking your time and create new habits.

Contact a DRC Academic Coach to assist you with completing these forms and managing your time:

Zinnia Wilson, wilsonzinnia@fhda.edu or fhcoachwilson@gmail.com, (650) 949-7183

1. Accurately block out time for what you are doing *currently* each day. Do not create what you think you should be doing. This exercise is to look at what you *are* currently doing each day. You can print a blank time-log sheet or create one on computer. Make sure to 'block out' time for these (non-negotiable) '*must-do*' activities:

- Sleep - whenever it happens (regardless of when it happens)
- Eating & cooking (breakfast, lunch, dinner)
- Family time (taking care of small children, etc.)
- Travel to in-person classes (bus rides/waiting time, driving/parking)
- Attending in-person classes
- Attending Zoom classes
- Listening to taped recording of classes (A-synchronous time)
- Study/reading time (if you do this, but do not block out time if you are not doing)
- Scheduled important events (socials: weddings, workshops, etc.)
- Medical/dental appointments
- Illness: If you were ill and had to be home from work or unable to attend classes, etc.
- Working out, walking pets, etc.

2. On a 2nd blank time log sheet (printed or on computer); create your 'ideal', the schedule you *should have*. You do this by comparing your 'current' schedule and blocking time that makes more effective use of your focus. You will need to prioritize, use the attached 1-2-3-4 and apply the 4 D's to answer whether what you are doing is helping you to achieve your educational goals (see sample forms)










- When am I the most focused for studying? For reading? Adjust your time around that.
- Are you sleeping too much? Do you need to cut back or just shift what time you go to sleep, what time you wake
- Eating time: When do you eat breakfast, lunch, dinner?
- When/how you travel to/from social activities or appointments
- Do you need to adjust appointments to make better use of your time? (dental/medical?)
- Do you need to cancel out social activities that may take up too much of your time? (online game-time, surfing web/U-tube/Tik-Tok).
- Review prioritizing, refer to 4 quadrant prioritizing (see sample forms)

3. Note: Refer to Canvas to identify your school related work/assignments. A Canvas calendar download to a digital or analog (handwritten) calendar system will reduce the amount of transferring time to an analog (hand-written) calendar
4. When you complete this exercise you should have 2 time logs, a 'current' and a 'modified' version. The second time log should be your changes to improve use of your time. NOTE that this time log will need to be adjusted each quarter as you adjust to new classes and schedules.
5. Contact the Academic Coach to assist you with completing these forms and managing your time.

NOTE: Print a BLANK time log sheet OR create one on your computer. A pdf of all the following sheets will be included in email instructions and/or found online under DRC Webpages: <https://foothill.edu/drc/forms.html>

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WEEK AT A GLANCE PLANNER










	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
6:00 AM								 Sleep
6:30 AM								
7:00 AM								 Prep time
7:30 AM								
8:00 AM								 Work out
8:30 AM								
9:00 AM								 School/Classes/Zoom
9:30 AM								
10:00 AM								
10:30 AM								
11:00 AM								
11:30 AM								
12:00 PM								
12:30 PM								
1:00 PM								
1:30 PM								 Study time
2:00 PM								
2:30 PM								 Reading time
3:00 PM								
3:30 PM								 Other
4:00 PM								
4:30 PM								
5:00 PM								 Food
5:30 PM								
6:00 PM								
6:30 PM								
7:00 PM								
7:30 PM								
8:00 PM								
8:30 PM								
9:00 PM								 Break: TV, phone calls

EXAMPLE OF HOW TIME IS 'BLOCKED'

NOTE: YOU DO NOT HAVE TO COLOR CODE. YOU CAN USE PENCIL/HAND-WRITTEN notes to help you 'SEE' where your time is spent, to help you 'FIND' time in order to achieve your goals.

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6:30 AM								
7:00 AM								 Prep time
7:30 AM								
8:00 AM								 Work out
8:30 AM								
9:00 AM								 School/Classes/Zoom
9:30 AM								
10:00 AM								
10:30 AM								
11:00 AM								
11:30 AM								
12:00 PM								
12:30 PM								
1:00 PM								
1:30 PM								 Study time
2:00 PM								
2:30 PM								 Reading time
3:00 PM								
3:30 PM								 Other
4:00 PM								
4:30 PM								
5:00 PM								 Food
5:30 PM								
6:00 PM								
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ONE-DAY TIME LOG

Date:

Time	Name 1	Name 2	Reminders
7am :00			
:30			
8am :00			
:30			
9am :00			
:30			
10am :00			Notes
:30			
11am :00			
:30			
12pm :00			
:30			
1pm :00			
:30			
2pm :00			
:30			
3pm :00			
:30			To Do List
4pm :00			
:30			
5pm :00			
:30			
6pm :00			
:30			
7pm :00			
:30			
8pm :00			
:30			
9pm :00			
:30			
10pm :00			
:30			
11pm :00			
:30			
12am :00			
:30			

Eisenhower Method

Using the Eisenhower quadrant is very easy. You pick an item from your list and you ask yourself these two questions.

"Is it urgent?"

"Is it important?"

You can now put the action into the correct quadrant. Below is an explanation of each quadrant.

	Urgent	Not Urgent
Important	<i>Emergencies</i> <i>Deadlines</i> <i>Some calls</i> 2	<i>Exercise</i> <i>Vacation</i> <i>Planning</i> 1
Not Important	<i>Interruptions</i> <i>Distractions</i> <i>Other calls</i> 3	<i>Trivia</i> <i>Busy work</i> <i>Time Wasters</i> 4

Notes: Use this prioritizing cheat sheet (Eisenhower Method also called Franklin Covey) to help you identify 4 types of activities that need to be prioritized in order to be time effective. The 4 squares identify Importance and Urgence.

- Quadrant 1: DO – Urgent & Important - You HAVE TO do this, it is a same-day deadline
- Quadrant 2: DELAY - Important & Not Urgent - You make time to PLAN to do these things
- Quadrant 3: DELEGATE - Not Important but Urgent. Can someone else do the activities? Part of them?
- Quadrant 4: DELETE (DROP) – NOT Urgent, NOT Important

Consider these 'optional'. They tend to be time sinks. Save them for your 'reward time' when you have 'extra' time. Put a timer on what you do so that you do NOT spend more than 15-30-45-60 minutes on your time sink activities.

The 4 Ds of Time Management

Category	Action	Examples
Do	Work on tasks that only take a few minutes to complete. Quickly accomplishing a series of smaller tasks builds momentum for working on larger projects.	<ul style="list-style-type: none">• Answering an email• Returning a phone call• Printing a report
Defer (Delay)	Temporarily pause a task that doesn't need to be handled right away, and schedule when you have the availability.	<ul style="list-style-type: none">• New request from a colleague• New project idea
Delegate	Reassign an essential task to someone else.	<ul style="list-style-type: none">• Weigh tasks that benefit from your specific expertise vs. those tasks that deliver the same outcome regardless of who is doing it
Delete (Drop)	Remove unnecessary tasks from your schedule and move on.	<ul style="list-style-type: none">• Unproductive meetings• Unnecessary email

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NOTE: REFER TO CANVAS TO CONFIRM YOUR SCHOOL ASSIGNMENT DUE DATES . Download to a calendar system, e.g. Google Calendar, iCal or other system.

SJSU

Account

Dashboard

Courses

Groups

Calendar

Inbox

History

Studio

Help

Library

Today

←

→

January 2022

Week

Month

Agenda

+

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

< January 2022 >

26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

▼ CALENDARS

☐ Zinnia Wilson

☐ EDCO 292 - 2021 Fall Master Canvas

☐ EDCO 292 - Fall 2020 MASTER LIST

☐ FA19: EDCO-248 Sec 02 - Dyn Behavior and Dev

► UNDATED

Calendar Feed