

FINDING HIDDEN TIME

Use the chart below to identify ways to make your schedule more efficient. Fill out the first three columns with your current schedule. Use the remaining three columns to reflect on your schedule and find hidden time that you can use in more beneficial ways!

Time	Activity or Task	Duration of activity or task	Can I spend less time on task? Yes or No	If yes, how much time can you save for this activity?	Will reducing the time spent in this task help you be more productive? Yes or no. Explain.
<i>Example: 7AM</i>	<i>Shower</i>	<i>60 minutes</i>	<i>Yes</i>	<i>Take a 30 minute shower instead</i>	<i>Yes. I could actually eat breakfast in peace and make it to class on time.</i>
6AM					
7					
8					
9					
10					
11					
Noon					
1PM					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12AM					
1					
2					
3					
4					
5					