

## 3.1B My Available Time Exercise

### Instructions

Follow these instructions to create Your Available Time worksheet.

1. List all of your activities in the right hand column (fun activities, sports, meals, school, etc.).
2. Find a timeslot for your activities in the main “week” view and block the time. You can color code each type of activity, if that is easier.
3. Each item on the list must have a timeslot to be able to be completed. Cross it off the list once the time block has been created.
4. Block time for studying/homework/personal care.

Questions:

1. What have you learned about where you spend your time?
2. Do you have more time than you thought or less time?
3. Would you change the way you spend your time going forward? If so, how?
4. Would you complete this exercise again, and if so when?

Refer to the example page to see what a completed My Available Time sheet looks like. Your worksheet may resemble this example, but your own personal commitments will be specific to yours.



## 3.1B My Available Time Exercise

|            | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | LIST OF ACTIVITIES |
|------------|--------|---------|-----------|----------|--------|----------|--------|--------------------|
| 6 a.m.     |        |         |           |          |        |          |        |                    |
| 6:30 a.m.  |        |         |           |          |        |          |        |                    |
| 7 a.m.     |        |         |           |          |        |          |        |                    |
| 7:30 a.m.  |        |         |           |          |        |          |        |                    |
| 8 a.m.     |        |         |           |          |        |          |        |                    |
| 8:30 a.m.  |        |         |           |          |        |          |        |                    |
| 9 a.m.     |        |         |           |          |        |          |        |                    |
| 9:30 a.m.  |        |         |           |          |        |          |        |                    |
| 10 a.m.    |        |         |           |          |        |          |        |                    |
| 10:30 a.m. |        |         |           |          |        |          |        |                    |
| 11 a.m.    |        |         |           |          |        |          |        |                    |
| 11:30 a.m. |        |         |           |          |        |          |        |                    |
| 12 p.m.    |        |         |           |          |        |          |        |                    |
| 12:30 p.m. |        |         |           |          |        |          |        |                    |
| 1 p.m.     |        |         |           |          |        |          |        |                    |
| 1:30 p.m.  |        |         |           |          |        |          |        |                    |
| 2 p.m.     |        |         |           |          |        |          |        |                    |
| 2:30 p.m.  |        |         |           |          |        |          |        |                    |
| 3 p.m.     |        |         |           |          |        |          |        |                    |
| 3:30 p.m.  |        |         |           |          |        |          |        |                    |
| 4 p.m.     |        |         |           |          |        |          |        |                    |
| 4:30 p.m.  |        |         |           |          |        |          |        |                    |
| 5 p.m.     |        |         |           |          |        |          |        |                    |
| 5:30 p.m.  |        |         |           |          |        |          |        |                    |
| 6 p.m.     |        |         |           |          |        |          |        |                    |
| 6:30 p.m.  |        |         |           |          |        |          |        |                    |
| 7 p.m.     |        |         |           |          |        |          |        |                    |
| 7:30 p.m.  |        |         |           |          |        |          |        |                    |
| 8 p.m.     |        |         |           |          |        |          |        |                    |
| 8:30 p.m.  |        |         |           |          |        |          |        |                    |
| 9 p.m.     |        |         |           |          |        |          |        |                    |
| 9:30 p.m.  |        |         |           |          |        |          |        |                    |
| 10 p.m.    |        |         |           |          |        |          |        |                    |
| 10:30 p.m. |        |         |           |          |        |          |        |                    |



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|            | Monday            | Tuesday | Wednesday | Thursday | Friday  | Saturday | Sunday | LIST OF ACTIVITIES |            |  |                        |  |        |                  |
|------------|-------------------|---------|-----------|----------|---|----------|--------|--------------------|------------|--|------------------------|--|--------|------------------|
| 6 a.m.     |                   |         |           |          |   |          |        | get ready          |            |  |                        |  |        |                  |
| 6:30 a.m.  | WAKE UP GET READY |         |           |          |   |          |        | school             |            |  |                        |  |        |                  |
| 7 a.m.     |                   |         |           |          |   |          |        | dinner             |            |  |                        |  |        |                  |
| 7:30 a.m.  | TRAVEL TO SCHOOL  |         |           |          |   | SLEEP    | SLEEP  | shower             |            |  |                        |  |        |                  |
| 8 a.m.     | SCHOOL            |         |           |          |   |          |        |                    | sleep late |  |                        |  |        |                  |
| 8:30 a.m.  |                   |         |           |          |   |          |        |                    |            |  |                        |  | church |                  |
| 9 a.m.     |                   |         |           |          |   |          |        |                    |            |  |                        |  | CHURCH | sports practice  |
| 9:30 a.m.  |                   |         |           |          |   |          |        |                    |            |  |                        |  |        | piano lesson     |
| 10 a.m.    |                   |         |           |          |   |          |        |                    |            |  |                        |  |        | tutoring         |
| 10:30 a.m. |                   |         |           |          |   |          |        |                    |            |  |                        |  |        | out with friends |
| 11 a.m.    |                   |         |           |          |   |          |        |                    |            |  |                        |  |        | watch football   |
| 11:30 a.m. |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 12 p.m.    |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 12:30 p.m. |                   |         |           |          |   |          |        |                    |            |  | WATCH COLLEGE FOOTBALL |  |        |                  |
| 1 p.m.     |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 1:30 p.m.  |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 2 p.m.     |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 2:30 p.m.  |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 3 p.m.     |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 3:30 p.m.  | TUTORIAL          |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 4 p.m.     | TRAVEL HOME       |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 4:30 p.m.  |                   |         |           |          |   |          | tutor  |                    |            |  |                        |  |        |                  |
| 5 p.m.     | PIANO LESSON      |         |           | DANCE    |   |          |        |                    |            |  |                        |  |        |                  |
| 5:30 p.m.  |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 6 p.m.     |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 6:30 p.m.  | DINNER            |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 7 p.m.     |                   | Tutor   |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 7:30 p.m.  |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 8 p.m.     |                   |         |           |          | HIGH SCHOOL FOOTBALL GAME or OUT WITH FRIENDS |          |        |                    |            |  |                        |  |        |                  |
| 8:30 p.m.  |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 9 p.m.     |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 9:30 p.m.  | GET READY FOR BED |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 10 p.m.    | SLEEP             |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |
| 10:30 p.m. |                   |         |           |          |   |          |        |                    |            |  |                        |  |        |                  |

