

## Monitor your use of time

Use this sheet for each study period until you are happy with how you use your time.

| Column 1 (fill out during study)  | Column 2 (fill out after study)  |
|---|--|
| Date:<br>Where:<br>Time I am starting:<br><br>Study conditions:                                 | Were the conditions, time and place the best possible? Could I improve anything?   |
| How long am I going to study for altogether?  | How long did I study for?  |
| How many breaks do I intend to take?<br><br>Times of breaks (approx.):<br><br>Length of breaks: |  |
| Type of interruption:<br><br>Length:<br><br>Time finished:<br><br>Total time worked:            | How could I prevent these interruptions?<br><br>Actual time spent really studying: |
| <b>Thoughts and observations about my study habits and time management:</b>                     |  |