

# TIME MANAGEMENT

## Practice task

**PURPOSE OF TASK:** To help you identify how you are spending your time now, and from this, to work out how you can fit in some study time by adjusting your other, everyday activities.

### THE TASK

- 1. During this coming week, keep a time log of your activities. You can use one of the time log charts supplied with this topic [[link](#) to An example of a time log chart info sheet], or make up your own.**
- 2. Using the completed time log, analyse your current use of time, and identify how you can adjust your current activities to enable you to fit in some study time.**
- 3. Make brief notes on this.**