

Summary of Activities Form

Activity		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Total	Percent
Family and personal	Devotional										
	Study										
	Recreation and social										
	T.V. or music										
	Total										
Congregational	Sunday assembly										
	Other										
	Total										
Personal health	Eating, preparing meals										
	Washing, showering, etc.										
	Sleeping										
	Total										
Work related	Working										
	Travelling										
	Total										
Other activities	Domestic duties										
	House and garden										
	Non-work travel										
	Other										
	Total										
Total hours in week		24	24	24	24	24	24	24		168	100

At the end of the week, summarise your activities on this form. Once you evaluate where your time goes, print a copy of the **Planned Weekly Schedule** and fill it in with your regular important commitments, planned study time and other activities. Try to follow your new schedule to improve your time use.

*To determine percentage, divide the number of hours in an activity by 168, then multiply by 100. Eg. 56 hours of sleep \div 168 x 100 = 33.3%