

# Time log reflection assignment



**ASSIGN  
BUSTER**

Over the past week I have learned many things about my time management. I have realized that although I do spend time completing my assignments and preparing for classes, I could manage my time more wisely. A large amount of time was spent doing nothing productive and that time could have been spent better preparing for my math test that I had last Friday. I could have also managed my time better over the weekend and made time to work on assignments from my classes. Some techniques and tools that I can use to better manage my time are to create a schedule or to use a reward system.

If I create a schedule and start with the things I cannot change, such as my classes, then I can build the rest of my schedule around that. This way I can make sure that there will be enough time for the things that need to be done like studying and completing my assignments. I can set a certain number of tasks to complete per day and if I complete those tasks then I can do something I like to do for fun such as hanging out with my friends, watching TV, or being on the computer. Using activities that I actually want to do as a reward should motivate me to complete the activities that I need to do.

I do not usually put much thought into how I spend my time, but now that I have seen how few hours are actually in a day I will try to put more thought into my daily activities. I want to make every minute count and I don't want to let a second go to waste. This time log has helped me see what I spend the majority of my time on and has made me realize that I need to put more of my focus on academic work and less of it on my friends. I can also put more attention on my overall health and should make more time for

exercising so that I stay healthy which will also help me focus better on my studies.

A good way to make sure that my time dedicated to school work is used effectively is to go to the library or a quiet space during that time so that I can get the most done during the time that I have. By using activities that I actually want to do as a reward should motivate me to complete the activities that I need to do. I do not usually put much thought into how I spend more thought into my daily activities. I want to make every minute count and I don't on academic work and less of it on my friends. I can also put more attention on my dedicated to school work is used effectively is to go to the library or a quiet space