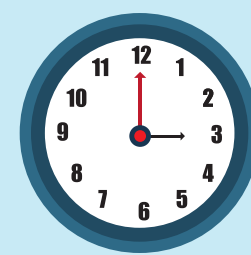


Using a time diary for time management

1 What is time management?

- It is about being intentional about the structure you use to do what's important to you.
- Time Management is not about working for as many hours as possible in a day
- It is a very personal concept and "the optimal schedule" will vary between individuals



2 What is a time diary?

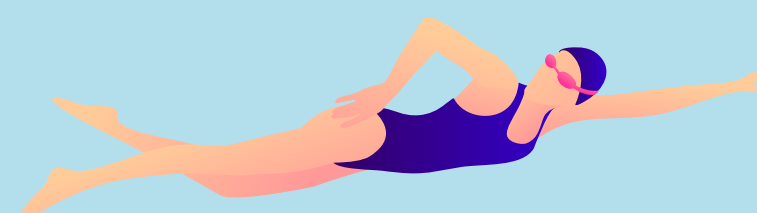
- It is log of the activities you do in a day, when you do them, and how much time you devote to each activity.
- The goal is to be as specific as possible; you would record everything from attending lectures, to brushing your teeth, to checking your phone!



It is most effective to keep a time diary for at least a week. This way, you will have a more accurate representation of your life



Your routine on one day may be very different from the next!



3 Why keep a time diary?

- **Self-awareness** is a major key to being successful at time management, and a time diary can help you build self-awareness about how you use your time
- The goal is to understand where you currently stand so you can take this information and **make more informed and focused decisions**. For example, if you notice that you are more efficient earlier in the morning, then you can schedule your most important tasks at that time.

Once you complete your time diary, you can recognize:

The times of day you are most productive

The activities that take the most time

The activities you can batch together

Activities that can be minimized in favor of others

and more!

After creating and analyzing your time diary, using a priority matrix, and honing your time estimation skills, you will be ready to create the most effective schedules for yourself!

Looking for resources on how to stay motivated and focused? Check out tips from McGill students in [How I Learn Best](#).



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