

# Counseling Services TIPS

## *Time Leakage*

This exercise is designed to bring attention to areas in which most of your time is spent. After this exercise, you should be able to identify your time leakage areas.



### Counseling Services



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## Time Leakage

1. Write down common day-to-day activities that you think contributed to “time leakage”.
2. Jot down your estimated amount of time for each activity for the week.
3. Keep this chart with you at all times until next Monday, keep track of all the time you spend on each activity.
4. If you are doing 2 or more things at once—record it in one or the other category.
5. Next Monday, you will compare to see how you came close to the estimated time and review where your time is being spent.
6. Question yourself:

Example: What activity had the most time leakage?

Here are the common ones you may want to track:

- Talking on the phone
- Hanging out
- Surfing the web
- TV watching
- Listening to music, lounging
- Eating
- Napping
- Homework
- Playing video games, games on computer
- Working