

## Accountability Time Log: How do you really spend your time?

Date/ Time	Goal: What I plan to produce or accomplish*	Duration	Reality: What I actually accomplished
	A A		1

<sup>\*</sup> Example goals: read pp. 310-325 of my biology textbook, make flashcards for key terms in Ch. 4 of my history textbook, outline my English essay, create a list of questions for my calculus tutor, rewrite my notes from today's marketing lecture