

ACCOUNTABILITY TIME LOG: HOW DO YOU REALLY SPEND YOUR TIME?

How are you really spending your time?

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

For more information on time management and to develop a personalized plan, visit an <u>academic coach</u>. All appointments are available in-person at the Student Success Center, located in the Library, or online.