



Accountability Time Log: How Do You Spend Your Time?

How are you *really* spending your time?

Table 1. Accountability Time Log

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

For more information on time management and to develop a personalized plan, make an appointment with an [academic coach](#). Appointments are available in person at the [Student Success Center](#) or online.