

Student Counselling Office (Zentrale Studienberatung)

Keeping a diary of your week

The first and most important step towards self-management involves being aware of your habits and how you use your time – we can only have control over things we know are happening. Have a go at keeping a diary of how you spend your time over the next few weeks.

This isn't always a nice task to do – it can be quite uncomfortable if you find you haven't kept to the schedule you've set yourself. But it isn't about giving yourself a hard time. You should try and see your weekly diaries as necessary and useful information to yourself, rather than as monitoring yourself. Be as honest with yourself as possible – after all, nobody else is going to see it 😊 (unless you want them to).

Here's an example diary.

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Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				
7:00-8:00	Slept	Slept	Up, breakfast, travel time	Slept	Up, breakfast, travel time	Slept in	Slept				
8:00-9:00		Up, breakfast, travel time	Job	Up	Lecture in main subject		Met study group	Up, breakfast, travel time			
9:00-10:00		Lecture in first additional subject		Travel time, prepared for lecture				Did required reading, chatted to friends			
10:00-11:00	Up, breakfast, washed up		Lunch	Lecture in second additional subject	Lunch	Swimming, travel time	Travel time				
11:00-12:00		Reviewed lecture notes		Prepared for seminar, chatted to other students				Travel time, played on phone	Preparation for lab	Lunch	
12:00-13:00	Talked on phone, travel time	Job	Seminar in first additional subject	Job	Lab	Revision	Watched series I enjoy				
13:00-14:00	Job in my department							Travel time, shopping	Had a nap	Travel time, dinner	Went out with friends
14:00-15:00			Exercise					Dinner			
15:00-16:00		Travel time, dinner	Travel time, showered	Did my washing, surfed the internet	Revision	Facebook	Revision				
16:00-17:00	TV, dinner		Watched series I enjoy					Met up with friends	Talked on phone		
17:00-18:00	Facebook										
18:00-19:00											
19:00-20:00											
20:00-21:00											
21:00-22:00											

Student Counselling Office (Zentrale Studienberatung), HAW Hamburg, Stiftstraße 69, 20099 Hamburg
 We're here to answer all of your questions about your studies – by email, by phone or in person.
 You can find up-to-date contact information and office hours at bit.ly/HAW-ZSB.

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Weekly diary for week beginning and ending

Datum							
Zeit	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
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22:00-23:00							
23:00-24:00							