



TIME MANAGEMENT PROJECT

A day in the life of you!



PURPOSE: TO GATHER, ANALYZE AND PRESENT DATA ON HOW YOU MANGE YOUR TIME.
To apply ratios, decimals and percents in a real life situation.

1. Record every activity in a 24 hour span (or 1440 minutes). Make a list which includes all activities, times of activities, and total number of hours or minutes in each area. (Hint: Choose one unit of measure for all activities.) When finished, add up all your time. It should be exactly 1440 minutes or 24 hours. For instance, If you start at 10p.m., you would finish at 10p.m. the next day.

Example: sleeping 10pm – 6:30am = 8.5 hours

2. Make a combined list of your activities and choose categories to represent each. For example: Breakfast, Lunch, Dinner with family and night snack can all be combined for a category labeled “TIME I SPENT EATTING”. Total these times because they also need to be 24 hours if you did it right. See examples for ideas of what to combine. Some possibilities include: (SLEEP, HOMEWORK, SOCCER, SOCIAL MEDIA, ELECTRONICS, TV, PHONE, LISTEN TO MUSIC, CHORES, CHARITIES OR SERVING OTHERS, CHURCH, HYGEINE, TRAVELLING, MUSIC PRACTICE....etc)
3. Create a 5 column table that includes activity names, total time in each category, ratio, decimal and percent for each activity. Compare each to your full day. All percents should add to 100% (or extremely close due to repeating decimals), decimals should add to 1.0 and ratios will add to 24/14 or 1440/1440. Notice all of these are one whole.
4. Create at least 1 graph to represent your data. You may se line, bar or pie graphs. Be sure to have titles, labels and clear work. Use of color is expected. Adding more graphs can add more points if done well.
5. Analyze your results. Answer the questions in full thoughtful paragraphs. Give detail.
 - a. Did you use your 24 hours wisely?
 - b. Anything you'd like to change about your schedule?
 - c. What, if anything, do you wish you could have gotten done?
 - d. How can you use your time more wisely?
 - e. What have you learned about yourself looking at this project?
6. Create a colorful, eye catching title page for your project.
7. Add any additional information or graphs that you would want to share.

Refer to this rubric before, during, and after your project.

DUE DATE: _____