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Excel Time Assignment

This assignment helped me better understand how I am allocating my time throughout the week. When I look at the numbers in my charts and tables, the numbers seem like a reasonable amount for each item. But, when I view the pie graph it puts a new perspective on how I use my time. The pie graph greatly emphasized how much I do some activities in comparison to others, for example, it shows I spend only 2% of my week working out, and 36% on leisure. The visual representation changes the meaning of the numbers.

My predicted time allocation differed slightly from my actual time allocation. I have a specific routine I go through each day so it was fairly easy for me to predict how I used my time. I spent a less amount of time on leisure and more on activity than I predicted. What I mean by activity is things I do outside the house such as my little brother’s soccer games, weight watchers meetings, going out to a movie or to dinner. By leisure I mean lounging around the house, watching TV, getting on the computer and eating. These two items are the ones that vary the most week to week for me, so that’s why I think it was harder to predict.

I overestimated how much time I spend studying. My predicted does not accurately reflect my actual. I based my predicted study time on the average amount of time I usually spend. The amount I spend each night depends on what is due the next day and if I have a test or quiz so my actual time varied and was unpredictable.

I value my leisure, activities and sleep the most. I try to get all my studying and homework out of the way to maximize the time I have doing the things I like. I segment my days by the things I want to do and the things I have to do. I make a mental frame in my mind of when my homework needs to be done. I try to get it done between 3pm and 5pm so I have plenty of time to do what I want. If its 8pm and I still do not have my homework done I stress out and cannot enjoy my leisure and activity time, also I get less sleep.

The pie graph reveals how much time I spend on each activity in percentages. I spend 38% of my time on leisure which I believe I could cut back and put the leisure time into more productive things like working out or studying. The item ‘getting ready’, which takes up 4% of my week, means preparing for my day or event I am going to. In the mornings before school I get ready by brushing my teeth, doing my hair, putting on makeup and straightening out my backpack. At night before a party or event I also spend time getting ready by getting dressed, makeup, hair, and organizing my purse and possibly straightening up my room.

After writing down and reviewing how I spend my time throughout the week I think I will try and make a few changes to increase my productivity. The charts and graph gave me good insight and a new perspective that I did not have before.