

Student Counselling Office (Zentrale Studienberatung)

Making a pie chart of your time

Which parts of your life take up the most of your time? Are you happy with the way things are? Or would you like to make some changes?

Your objective:

This exercise is intended to help you make sensible and effective use of your time and identify time you're not using and things that 'steal' too much of your time.

How to do it:

The full circle stands for the time you have available in a typical day or week. Divide up the circle into coloured segments representing different areas of your life (such as time you spend on your studies, earning money, friends, hobbies, your family, social media, exercise, sleep, etc.). The size of each segment should correspond to the proportion of your time that you spend on this area of your life.

You may want to ask yourself questions such as:

- How do I feel when I look at my pie chart?
- Is the amount of time I invest in each area of my life proportionate to the importance of this area to me?
- Am I spending too much or too little time on particular areas?
- Do I want to make any changes? If so, to which areas?

Now divide up the second circle to match the way you would ideally like to be using your time.

You may want to ask yourself questions such as:

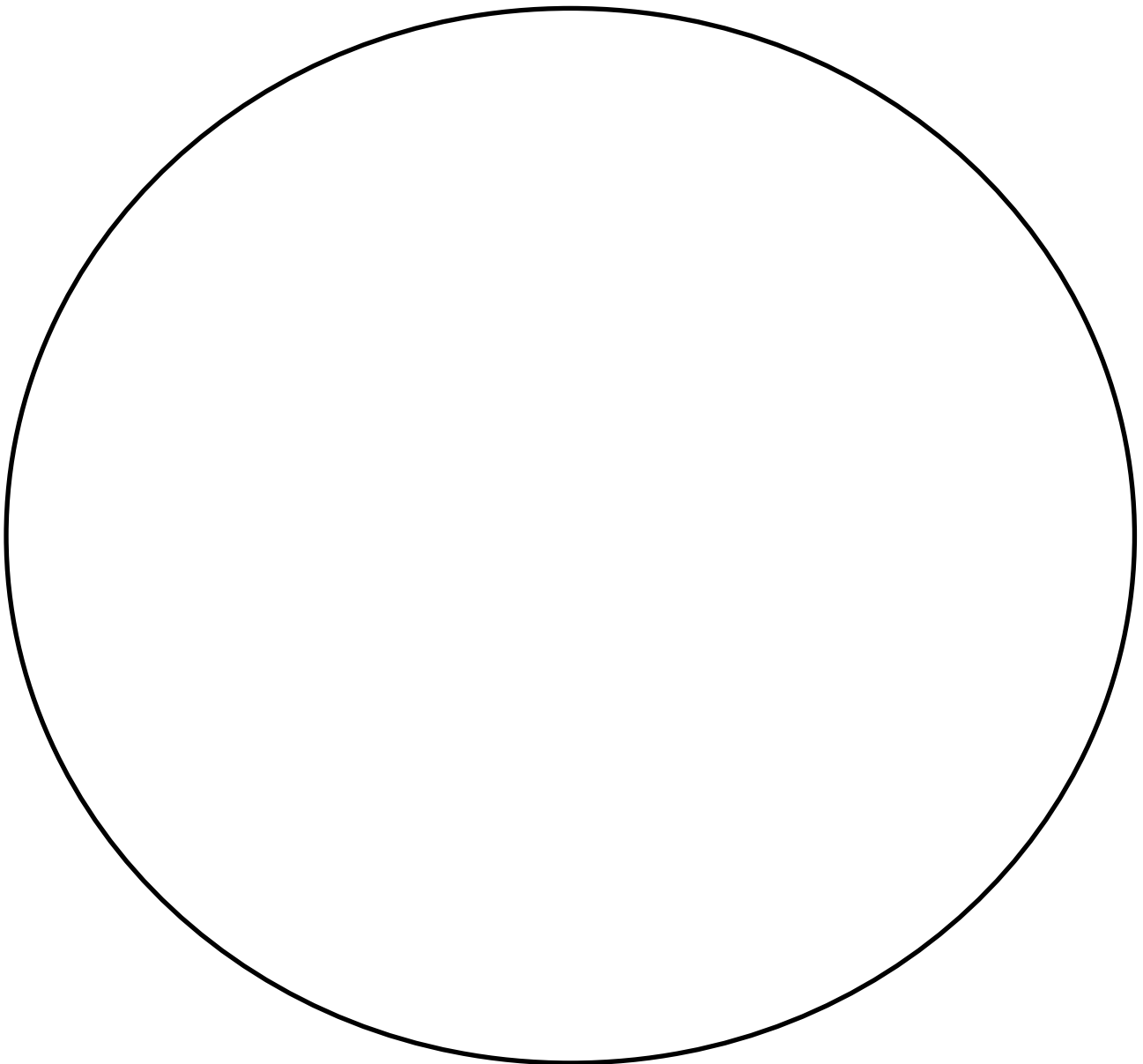
- How do I feel when I look at this 'ideal' pie chart?
- How would I feel if my time was really divided up this way?
- Are there any voices of protest inside me when I look at this chart?

It's now time to plan first steps towards the changes you want to make. Choose one or two areas of your life whose 'time budget' you would like to change, and define the changes you will make as specifically as you can.

Do the exercise again in 3 weeks' time and see what's changed (if anything).

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Pie chart 1: How I am using my time now

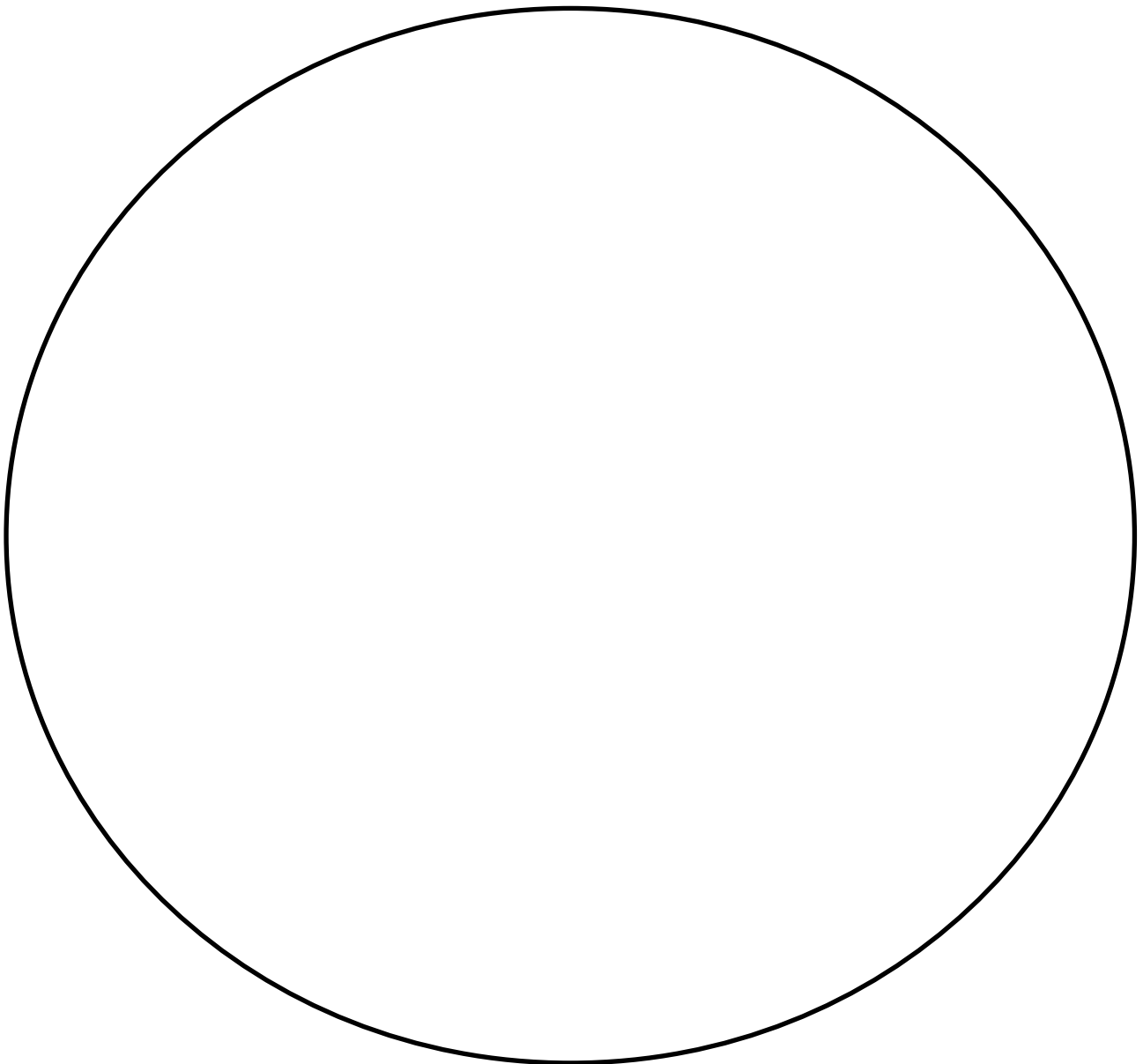


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You can find up-to-date contact information and office hours at bit.ly/HAW-ZSB.

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Pie chart 2: How I would like to be using my time



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