Journal 3: Searra Richardson

 After a week of recording my time into Toggl, I have found good things and bad things about how I manage my time. Before I started Toggl I predicted my outcome for the week. I said that I probably needed to get some more sleep so I am energized and prepared for class the next day. I also said that I have a good homework or study routine. I felt as though I was getting all of my work done in a timely manner. Attached to this assignment I have my Toggl report that I made for the week. It goes from September 5th to September 10th.

 One thing I noticed from my report is that my prediction was right about my sleeping pattern. Some nights I was only getting about six to six and a half hours of sleep. I think that I should at least be getting seven hours of sleep a night so I am going to work on going to bed earlier. Also, this should help me not take naps during the day so I can be more productive and not feel groggy during the day. I have found that if I do not get at least seven or eight hours of sleep per night then I cannot focus in class or work on homework because I am so tired and just want to sleep.

 Another thing I noticed from the report is that I seem to have socializing/relaxing and studying/homework fairly balanced. I spend a little more time relaxing or socializing, however, I always have my work done and make sure I study a little bit every day. One thing that I noticed that the Toggl report does not show is that I get distracted easily while studying or doing homework. I found that I tend to look at my phone and answer texts and that distracts me from my work for way longer than it should. If my roommate or suitemates are home I now give one of them my phone and tell them to only give it to me if a family member calls or texts. This has really helped me for the last couple of days focus more on my work so I can be more efficient and productive.

 One thing I was surprised about from my report is the amount of time I actually spend in class. I thought I was spending a lot more time in class than I actually am so that was a nice surprise. I was so used to high school where I spent about seven hours a day, five days a week in class so realizing that I have a lot less class time was great. It gives me much more time to get work done and be productive in every aspect.

 Overall, I feel like my time is well-balanced for the most part. There are some things, like sleep, that I need to work on but I am getting all of my work done while also having a social life. One of the things I was worried about when coming to college was that I wasn’t going to be able to have a social life while keeping up with all of my classes so I’m glad that I am balancing it out well.