



Logging My Daily Schedule



In this activity, you will create a seven-day log detailing your daily schedule using the MyDailySchedule spreadsheet file, which should be provided by your teacher as either an Excel spreadsheet or a shared Google Sheets file.

1. Open the file MyDailySchedule, and save it as "[YourName]DailySchedule."
2. At the bottom of the sheet, you will see tabs with the names of the week (and one "Example" tab).
3. Click on the "Example" tab and review the sample of how you will complete the remaining sheets.
4. For each day of the week, complete the fields by logging every activity you complete from the time you wake up until you go to sleep.
5. After you have entered your activities for all seven days:
 - a. Categorize your daily activities by name and the amount of time you have spent within that category. For example, playing video games would be marked as 1.5 hours for the first day.
 - b. Complete Step 5a for all of the days of the week to determine the weekly categories and amount of time spent per category each week.
6. Create a graph showing how much time you spent on each activity. You can do this within the sheet or by adding a new tab at the bottom.

Reflection: Sometimes we do not realize how much time we really spend online until we see it written down and counted (as we did in this activity).