

Bloomsburg University
Department of Psychology
Dr. Jeffrey D. Leitzel

University Seminar: Assignment Guidelines

Writing Assignment # 1
Time log analysis

For this assignment, you will need to examine in detail both your targeted time expenditures and the record of your actual expenditures during the week that you should have already recorded your activities. First, when you indicated targeted hours for the various activities on the list, describe the process you went through in terms of determining what represented reasonable estimates of actual time required for different activities. Second, indicate how many hours your initial targets added up to. If the total was more than 168 hours (total in a week) describe where you could "cut things out" of your estimate. If the total was less than 168, were you overlooking or missing some important activity or activities? Third, take your actual observed and targeted hours and compare them across categories, indicating where you found discrepancies and what, if anything you intend to do to try to address the discrepancies. Finally, how do you believe that the way you spend your time is likely to play a role in the degree of success you expect to experience during your time at this University? Be sure to address any changes you plan to make in order to increase your likelihood of success. Your written analysis should be about 2-3 pages, typed and double-spaced in type no larger than 12 point with 1" margins. Be sure to include your completed time log and the summary sheet along with your write up.

This write up is due no later than 9-23-09 at class time.