

• WORKSHEET •

TIME MANAGEMENT

In a 7 day week, you have 168 hours.

1. How many hours per day do you sleep? _____
2. How many hours per day do you spend eating? _____
3. How many hours do you spend showering, getting dressed, etc.? _____
4. *Add 1, 2 and 3 together. Subtract the total from 168. Write your answer here* _____
5. How many hours per week do you spend commuting to and from school? _____
6. How many hours per week do you spend in class? _____
7. How many hours per week do you work? _____
8. How many hours per week do you spend reading and studying? _____
9. How many hours per week do you spend completing assignments? _____
10. How many hours per week do you spend watching television? _____
11. How many hours per week do you spend on the computer recreationally? _____
12. How many hours per week do you spend with family and friends? _____
13. How many hours per week do you spend on campus activities or athletics? _____
14. How many hours per week do you exercise, relax or taking time for yourself? _____
15. How many hours per week do you spend on religious activities, community service, hobbies, social or political activities?

16. *Add 5-15 together. Subtract your total from the answer to 4.*

Do you have enough hours in your week to complete all of your activities?

On the grid on the next page, fill in your class times. Then add all of your additional weekly activities.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							