

Time Management Worksheet

- a) How many credits do you plan to take next semester? _____
- b) Total credit hours _____ x 2 = _____ (For each credit hour you must allow 2 hours of studying outside of class)
- c) How many hours of sleep do you need a night? _____ x 7 = _____
- d) How many hours per week do you spend exercising? _____
- e) How many hours do you plan to work per week, including travel time? _____
- f) How long will it take you to get to campus each day (don't forget traffic, parking and walking)? _____ x 5 = _____
- g) How many hours per week do you spend with sports, clubs, organizations, intramurals, etc.? _____
- h) How many hours per week do you spend relaxing with friends or family, watching TV, and engaging in other social activities? _____
- i) Remember to add daily maintenance activities such as eating, showering, dressing, brushing teeth etc. (approx. 3 hours/day) x 7 = 21
- j) Add items (b) through (i) and enter that number here

All of us have 168 hours per week. If the answer to (j) above exceeds 168 hours you need to reassess your schedule and design one that is more realistic.

Reflect for a moment...

Identify three things you should spend **more** time doing:

Identify three things you should spend **less** time doing:
