

TIME MANAGEMENT WORKSHEET
A WEEKLY TALLY

ACTIVITY:

TIME NEEDED:

Credit Hours this Semester: _____

Study Hours (2 x credit hours): _____

Sleep/Naps (7 x ___ hours/day): _____

Meals (7 x ___ hours/day): _____

Hygiene (7 x ___ hours/day): _____

De-stress Activities (7 x ___ hours/day): _____
(Ex. exercise, reading, TV, video games, hobbies, etc.)

Communication Activities (7 x ___ hours/day): _____
(Ex. personal phone calls, e-mailing, text messaging, etc.)

Work/Volunteering (total hours/week): _____

Regularly Scheduled Activities (total hours/week): _____
(Ex. church, piano lessons, meetings, sports, etc.)

Commute/Travel Time (total hours/week): _____

Family Commitments (total hours/week): _____

Friend Commitments (total hours/week): _____

Household Duties & Errands (total hours/week): _____
(Ex. mowing the lawn, laundry, grocery shopping, etc.)

Total # of Hours You Need in a Week: _____

Number of Hours in a Week: _____ **(168)** _____

HOW DID YOU DO?

Under 168 Hours: You appear to have EXTRA TIME

OR

Over 168 Hours: You appear to be OVER-COMMITTED

Reflection:

1. How do you use your 168?

2. Are you satisfied with how you spend your time? Are you accomplishing your goals effectively?

3. How would you like to change your time schedule?

4. When do you study best?

5. Complete a schedule showing your ideal schedule and how you would like to spend your time. Be realistic.

Ideal Daily Time Schedule Worksheet

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
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6:00 AM							