



TIME MANAGEMENT WORKSHEET

A WEEKLY TALLY

ACTIVITY:

TIME NEEDED:

Credit Hours of Class: _____

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. club meetings, sports practice, piano lessons, 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