



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