

Use this worksheet to plan how you're going to fit all of your obligations into a week.

TIME MANAGEMENT Planning Worksheet	
Activity	Hrs.
TOTAL HOURS AVAILABLE	168
Class time (total credit hours)	_____
Studying (3 hours per credit hour)	0
Work	_____
Sleeping	_____
Eating	_____
Hygiene/getting ready	_____
Travel to and from work	_____
Travel to and from school	_____
Chores/responsibilities	_____
Exercise/recreation	_____
Religious/worship Services	_____
Volunteer service	_____
Family time	_____
Hobbies/entertainment	_____
Time with significant other	_____
Web-surfing/emailing/Facebooking	_____
Shopping	_____
HOURS REMAINING	168