

Time management worksheet – Do you have time to succeed in this course?

1. Hours spent in all non-lab classes per week (NOT number of classes) _____
 2. Multiply the number in #1 by 3 for out of class study time per week _____
 3. Hours spent in lab classes per week (NOT number of classes) _____
 4. Add 1 hour per lab class for preparation _____
 5. Hours spent at work each week _____
 6. Hours spent commuting for work and school each week _____
 7. Hours spent at practice for athletic team each week _____
 8. Hours spent sleeping per week (for most should be at least 42) _____
 9. Hours spent eating per week _____
 10. Hours spent doing household, car, and yard chores of all types _____
 11. Hours spent with family and in religious/spiritual activities _____
 12. Hours spent at meetings, clubs, social or service organizations _____
 13. Hours spent in any leisure activities (exercise, hobbies, TV,...) _____
 14. Hours spent on any other duties or activities - list:

- TOTAL: _____

There are 168 hours in a week. How does your total compare? An average student should expect to spend

- 8-12 hours a week on a 4 credit course,
- 6-9 hours a week on a 3 credit course,
- 4-6 hours a week on a 2 credit course,

and probably more before exams.

The most common reason for poor academic performance is unbalanced time between school and other commitments, particularly work.

- Be realistic in planning what you have time to do well at.
- If you work full time (35+ hours per week), do not take more than 6-8 credits. If you go to school full time (12+ credits), do not work more than 20 hours a week.
- If your total above is far larger than 168, think critically about what areas can be cut back and still allow you to achieve success in your short- and long-term goals.