



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