

Time Management Worksheet

Name _____

1) How many credits are you taking?

2) Multiply your answer from question#1 by 2

3) How many hours do you work each week?

Add all three numbers from above

Understanding your results:

Most people can only manage 60 hours of productivity each week. If your result is above 60, you may need to cut back on either work or school. If you are below 60 you should be able to balance the demands of school and work. However, keep in mind that you also have commitments to family, your health and hobbies or exercise. To help you plan your time for each of these commitments, you may complete the weekly time grid on the following page.