

Time Management Worksheet

Use this worksheet to calculate the total number of hours spent per week on all of your activities. Add up the number from each box to get your total at the bottom of the page.

HOURS/WEEK

ACTIVITY

+

+

+

+

+

+

+

+

+

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Classes: Hours depend on the course, but most classes are 1.25 hours and meet twice a week (2.5 hrs/wk) and many labs are 2.75 hours and meet once a week (2.75 hrs/wk).

Study time: For every hour of class, it is recommended that you spend 2-3 hours studying each week. Multiply your class hours by 2 or 3 to get your study hours/week.

Work: Seek a balance between work and school. If you need to work many hours, limit your number of classes. If you want to take more classes, limit your work hours.

Meals

Commute Time: Add up travel time to and from class, work, and other activities.

Sleep: Aim for 7-9 hours per night in order to stay alert and focused throughout the day.

Exercise: Try to get at least 2.5 hours of moderate exercise per week for health maintenance and stress reduction.

Religious Activities/Spirituality/Community Service

Family/Friends/Significant Other

Housekeeping: Include activities such as cleaning, cooking, laundry, etc.

Extracurricular/Leisure: Include activities such as sports, clubs, fraternities, sororities, relaxation, fun, etc.

Other: Account for any other obligations here.

Total: This number should be less than 168 (the total number of hours in a week).*

*If your total is greater than 168, evaluate your highest priorities and spend less time on lower priority activities. If your total is less than 168, you have extra time to spend as you wish.