

TIME MANAGEMENT

Many of us feel that there should be more hours and days in the week so that we could finish all the different things we need to do. Use this worksheet to find out what you are doing with all 168 hours in a week. There are things that you *have* to do: eat, sleep, relax. Individuals require varying amounts of time to accomplish these things. Students have added responsibilities that require differing amounts of time to achieve academic success. **Where do all your hours go?**

TIME COMMITMENTS

HOURS *per DAY*

HOURS *per WEEK*

SLEEPING	_____	_____
EATING	_____	_____
PERSONAL CARE	_____	_____
CLASS ATTENDANCE	_____	_____
WORKING	_____	_____
SPORTS (practice, training room)	_____	_____
RECREATION	_____	_____
OTHER (Church, Club meetings)	_____	_____
COMMUTING	_____	_____

Number of hours available per week

168

Total time commitments from above (not incl. study time)

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Difference between time commitments and hours available
(This difference is the amount of hours available for study and other activities of your choice.)

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NAME OF COURSE

REALISTIC GRADE GOAL

STUDY HRS NEEDED PER WK

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL:

Does it
all add
up?

RULE OF THUMB: For every credit hour taken, 2 hours of study time is suggested. You will have to take into account classes you are taking that have no credit hours. Keep in mind that you will need to give yourself study time for those classes too.