

Where Does Your Time Go?

Worksheet

Estimate the number of hours you spend on each activity:

Hours of sleep per night _____ x 7 = _____

Hours spent grooming each day _____ x 7 = _____

Hours for meals/snacks each day _____ x 7 = _____

Travel time (to/from campus, walking between classes, etc.) _____ x 5 = _____

Hours watching TV or playing video games per day _____ x 7 = _____

Hours of recreational computer use per day _____ x 7 = _____

Hours talking on the phone or texting per day _____ x 7 = _____

Hours per week working at a full or part-time job = _____

Hours per week for athletics and/or extracurricular activities = _____

Hours per week for volunteer work, community service, religious services or other similar commitments = _____

Number of hours in class per week = _____

Number of hours reading, studying and completing assignments outside of class per week = _____

Number of hours per week relaxing, exercising or taking time for yourself = _____

Number of hours per week with friends and family = _____

Number of hours per week of errands, paying bills, administrative tasks, etc. = _____

Total = _____

There are 168.0 hours in a week.

Do you have enough hours in the week to complete all of your activities?

If you do not have enough hours, prioritize your activities from 1-15 with 1 being the most vital activity. See if you can reduce the hours spent on less vital activities.