



## Time Management Worksheet

### A Weekly Tally



#### Activity:

#### Time Needed:

Time in Class

\_\_\_\_\_

Study Hours (2 to 3 hours x \_\_\_\_ credits enrolled):

\_\_\_\_\_

(Ex: tutoring, office hours, reading text, completing assignments)

On Campus Activities

\_\_\_\_\_

(Ex: club meetings, events, sports, conference)

Sleep (7 x \_\_\_\_ hours per day):

\_\_\_\_\_

Meals (7 x \_\_\_\_ hours per day):

\_\_\_\_\_

Hygiene (7 x \_\_\_\_ hours per day):

\_\_\_\_\_

Commute/Travel Time

\_\_\_\_\_

De-stress Activities

\_\_\_\_\_

(Ex: exercise, reading, TV, video games, hobbies, etc.)

Work/Volunteering

\_\_\_\_\_

Household Duties & Errands

\_\_\_\_\_

(Ex: mowing the lawn, laundry, grocery shopping, etc.)

Regularly Scheduled Activities

\_\_\_\_\_

(Ex: athletic practices/games, meetings, religious practice, etc.)

Family Commitments

\_\_\_\_\_

Friend Commitments

\_\_\_\_\_

Communication Activities

\_\_\_\_\_

(Ex: calls, letters, text messages, social media, etc.)

**Total Hours:** \_\_\_\_\_

168 - \_\_\_\_\_ = \_\_\_\_\_

Hours per week

Hours Talled

+/- Hours to adjust per week



**Now chart it!**