**Time Management Worksheet**

1. Record the Number of Hours/Week spent in …

|  |  |
| --- | --- |
| **Class =** | **Travel Time to Class =** |
| **Sleep =** | **Eating =** |
| **Work/Job =** | **Studying =**  **(reading, homework, group time, etc)** |
| **Chores/Errands =** | **Cocurricular =**  **(Organized clubs, athletics, etc.)** |
| **Self-Care/Getting Ready =** | **Social/Down time =** |
| **E-mail/Phone/Instagram/fb, etc. =** | **Other=** |

1. Subtract TOTAL number of hours from 168 = \_\_\_\_\_\_
2. How was the remainder spent?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Time Bandit Calculator (for every 10 minute timeframe used on the following, please enter a tally mark in the corresponding row.)

|  |
| --- |
| **Instagram/Facebook/Twitter, etc.** |
| **Phone (Talking and Text Messaging)-** |
| **E-mail-** |
| **TV-** |
| **Video Games-** |
| **On-line Poker/Shopping-** |
| **Downloading Music-** |
| **Talking with Roommates/Suitemates/Floormates-** |
| **Websurfing without a purpose-** |

1. Answer the following questions:

Where is the majority of your time being spent?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do the ratios (i.e. social vs. academic) seem appropriate?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you generally satisfied with how your time is being spent?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you able to get most things done by your stated timeline?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much time is being spent on time bandits?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you reaching your goals (academic, social, professional, etc.)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What would you like to change and why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. List three things you intend to work on in the next week:

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_