



## TIME MANAGEMENT WORKSHEET A WEEKLY TALLY

ACTIVITY:	TIME NEEDED:
Credit Hours of Class:	
Study Hours (2 x credit hours):	
Sleep/Naps (7 x hours/day):	
Meals (7 x hours/day):	
Hygiene (7 x hours/day):	
De-stress Activities (7 x hours/day): (Ex. exercise, reading, TV, video games, hobbies, etc.)	
Communication Activities (7 x hours/day): (Ex. personal phone calls, e-mailing, text messaging, etc.)	
Work/Volunteering (total hours/week):	
Regularly Scheduled Activities (total hours/week): (Ex. club meetings, sports practice, piano lessons, etc.)	
Commute/Travel Time (total hours/week):	
Family Commitments (total hours/week):	
Friend Commitments (total hours/week):	
Household Duties & Errands (total hours/week): (Ex. mowing the lawn, laundry, grocery shopping, etc.)	
Total # of Hours You Need in a Week:	
Number of Hours in a Week:	(168)

How did you do?

 $\textbf{Under 168 Hours:} \ \textbf{You appear to have EXTRA TIME}$ 

OR

**Over 168 Hours:** You appear to be OVER-COMMITTED