## Time Management Worksheet <br> a Weekly Tally

## Activity:

Credit Hours of Class:
Time Needed:

Study Hours (2 x credit hours):
$\qquad$

Meals (7 x ___ hours/day):
$\qquad$

Hygiene (7 x $\qquad$ hours/day):
$\qquad$

My _—_
De-stress Activities (7 x__ hours/day):
(Ex. exercise, reading, TV, video games, hobbies, etc.)
Communication Activities (7 x $\qquad$ hours/day):
(Ex. personal phone calls, e-mailing, text messaging, etc.)
Work/Volunteering (total hours/week): $\qquad$
Regularly Scheduled Activities (total hours/week):
(Ex. club meetings, sports practice, piano lessons, etc.)
Commute/Travel Time (total hours/week): $\qquad$
Family Commitments (total hours/week): $\qquad$
Friend Commitments (total hours/week): $\qquad$
Household Duties \& Errands (total hours/week): $\qquad$
(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?

Under 168 Hours: You appear to have EXTRA TIME

## OR

Over 168 Hours: You appear to be OVER-COMMITTED

