

## TIME MANAGEMENT WORKSHEET

**Total hours available per week: 7 days x 24 hours = 168 hours!**

### HOW I SPEND MY TIME:

1. Lecture units (hours) enrolled in class \_\_\_\_\_
2. Hours studying (time in class x 2) \_\_\_\_\_
3. Hours in lab (science, computer, language) \_\_\_\_\_
4. Hours in athletic activities \_\_\_\_\_
5. Hours you work for pay \_\_\_\_\_
6. Hours spent for other commitments \_\_\_\_\_
7. Hours for other recreation \_\_\_\_\_
8. Hours commuting (to/from school/work/etc.) \_\_\_\_\_
9. Hours for sleep, eat, grooming  
(7 days x \_\_\_\_\_ hours per day) \_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_

**SUBTRACT SUBTOTAL FROM 168 HOURS PER WEEK AVAILABLE =**

**REMAINING FREE HOURS PER WEEK** \_\_\_\_\_