Time Management Worksheet

A Weekly Tally

Activity:

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!