

# Time Management Worksheet

	Weekly Hours	Totals
<b>Academic Work</b>		
Attend classes = number of credit hours this term	_____	
Do homework/study for exams-		
Term credit hours ____ x 2 hours each week	_____	
Commute to and from campus	_____	
<i>Total academic work hours</i>		_____
<b>Employment</b>		
Work at job	_____	
Commute to and from job	_____	
<i>Total employment hours</i>		_____
<b>Health and Personal Maintenance</b>		
Bathe, groom, and dress: ____ hours/day x 7 days	_____	
Eat breakfast, lunch, and dinner: ____ hours/day x 7 days	_____	
Sleep: ____ hours x 7 days/week	_____	
Exercise: ____ hour(s)/week	_____	
<i>Total health and personal maintenance hours</i>		_____
<b>Family and Home Activities</b>		
Spend time with family or be alone for quiet time	_____	
Perform care-giving responsibilities	_____	
Clean, do laundry, shop, etc.	_____	
<i>Total family and home activities hours</i>		_____
<b>Membership and Service Participation</b>		
Attend religious group; volunteer work	_____	
Attend meeting and participate in activities	_____	
<i>Total membership and service hours</i>		_____
<b>Recreation and Leisure</b>		
Go to movies, watch TV, and talk on phone	_____	
Attend social events and parties	_____	
<i>Total recreation and leisure hours</i>		_____
<b>Total hours in week = 168. Total weekly hours to meet goals</b>		_____

Information obtained from:

Casady, M. J. (2002). Getting the college edge. Boston, MA: Houghton Mifflin Co.