168 Hours a Week

Step # 1 Estimate how you use your time each week
List the amount of time <u>per week</u> you estimate for each activity (arrive at a daily average and multiply by 7; account for weekend differences):

_____Class time (# of hours in class each week

_____Job/Work

_____Studying

_____Commuting/Transportation time

_____Athletics/Physical Fitness (team sports, working out, etc.)

_____Co-curricular activities (clubs, church, student government, hanging out, etc.)

_____Family responsibilities (cleaning, cooking, shopping, communication)

_____Sleeping

_____Eating

_____Personal hygiene (bathing, hair, make-up, etc.).

Step #2: Assess your use of time
Add together the totals for the above lines for your week SUBTOTAL= _____

Now subtract your subtotal from 168 hours a week for a TOTAL=   _____

If the number in your TOTAL line is negative, you have committed more time than there is in a week. YOU ARE IN TROUBLE. If you have time left over, ask yourself what choices there are for your time. Do you have time for more sleep? Volunteering? Friends? Relaxation?

Step # 3: Determine a goal and action for better time management/use after this activity
Based on this observation, what would you most like to do to better manage your time?