

TIME MANAGEMENT: WEEKLY SCHEDULE

To be successful in college, time management is key and your first step will be developing a plan for your time. We all begin each week with 168 hours. Estimate the number of hours per week that you will dedicate (on average) to each of the activities below and add them together to get a total. Will you be able to fit it all in and maintain a healthy lifestyle?

Your time commitments:

Sleep (= _____ hours per night x 7)	_____ Hours
Meals (= _____ hours per day x 7)	+ _____ Hours
Class(es) (including commute and/or walk across campus)	+ _____ Hours
Studying and Homework (expect 2-3 hours per credit hour)	+ _____ Hours
Work (including commute)	+ _____ Hours
Family and Friends	+ _____ Hours
Activities (hobbies, exercise, volunteer work, spiritual practices, etc.)	+ _____ Hours
Extra Responsibilities (laundry, shopping, paying bills, cleaning, etc.)	+ _____ Hours
Personal Care (showers, grooming, etc.)	+ _____ Hours
Free Time	+ _____ Hours
Other: _____	+ _____ Hours
TOTAL = _____ Hours	
168 – Total _____ = _____ Hours Remaining	

If your total is more than 168: You'll have to cut back. There simply aren't enough hours available. Reassess the time you've set aside above and decide what you can reasonably reduce.

If your total is between 165 and 168: You have a very busy schedule! Consider cutting back. This may not be a manageable schedule as you don't have enough time for the unpredictability of life. Reassess the time you've set aside above and decide what you can reasonably reduce. If you can't possibly cut back any more, continue on to make a detailed plan for your time.

If your total is less than 165: Congratulations! You have designed what should be manageable commitments of your time. The next step is to plan when you will accomplish all of your responsibilities.

Figuring out how many hours you spend on activities is the first step to getting organized. Next, use a tool (a planner, weekly schedule, monthly calendar, semester outline) to map out specifically when you will accomplish your commitments including deadlines, goals, reminders, fun events, etc.

Adapted from http://www.redlands.edu/globalassets/depts/student-affairs/academic-success/skills-worksheets/1planning_your_168_hour_week_updated_2015.pdf.