How do you spend your time?

In order to manage your time, you first need to understand how you are spending your time. This brief questionnaire will help you estimate how and on what you spend your time each week. For a more accurate estimate, try keeping tracking of how you spend your time for a week and then take the questionnaire. Using this questionnaire, will give you a better idea of how your time is spent and will help to identify where your time is being wasted.

The following survey asks about the amount of time you spend on various activities. First, estimate the amount of time spent daily or weekly in the first column for each item. Then, use the multiplier to get a weekly total for that activity. You can then add the numbers in the second column to get a grand total of time spent during the week. Subtract this number from 168, (total number of hours per week) to find out how much time is left for studying, homework, projects and other academic activities.

1. Number of hours of sleep each night
   _____ x 7 = ______

2. Number of grooming hours per day
   _____ x 7 = ______

3. Number of hours for meals/snacks per day (include prep time)
   _____ x 7 = ______

4. Total travel time weekdays
   _____ x 5 = ______

5. Total travel time weekends
   _______ = ______

6. Number of hours per week for reoccurring events (ex. clubs)
   _____ x 7 = ______

7. Number of hours per day for chores, errands, etc.
   _____ x 7 = ______

8. Number of hours at work per week
   _______ = ______

9. Number of hours in class per week
   _______ = ______

10. Number of average hours per week socializing, dates, etc.
    _______ = ______

Add up the totals:
    ______

Subtract the above number from
    168 - _______ = ______

The remaining hours are the hours you have left to study and work on projects.

Is there enough time to study and complete assignments/projects?

If not, how can you adjust your schedule to accomplish you school tasks?