

168 Hours In a Week

List the amount of time you spend per day for each activity. First, come up with a daily average and then multiply by 7. Try to be as close as possible. Everyone has the same amount of time each week. Where is your time going? Knowing clearly how you spend your time allows you the opportunity to improve your time management. Making positive choices on how you spend your time is very empowering. See what you discover here.

1. Time spent in school (multiply by 5 instead of 7) _____
2. Job/work _____
3. Studying _____
4. Commuting/transportation _____
5. Athletics/varsity sports and practice _____
6. Extracurricular activities (church, music, etc.) _____
7. Family responsibilities (chores, babysitting) _____
8. Sleeping (be sure to multiply by 7) _____
9. Eating _____
10. Personal hygiene (bathing, hair, make-up) _____

Add together 1-10 for subtotal

Subtotal

Now subtract your subtotal from 168

Total

If the number in your subtotal line is larger than 168, then you are in the negative! You are overcommitted and in trouble! Think of your priorities and consider cutting down on extracurricular activities or your work schedule.

If you have time left over, ask yourself what choices there are for your extra time. Do you have time for more sleep? Volunteering? Friends? Relaxation? Studying?