

Time Management

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168 Hour Week

Do you find yourself wishing that there were more hours in a day? How often do you look at another looming deadline and think that you're a lousy time manager? Maybe you're not as bad a time manager as you think. It could be that you just don't have an accurate sense of how much time you actually have to work with. We often forget that sleeping, eating, bathing, jobs, doing laundry or simply hanging with friends take up a lot of time. Getting an accurate sense of how much time you spend on those activities makes goal setting, making a to-do list, and creating a useful (and do-able) schedule easier.

First: Estimate the number of hours a day you spend on each task, and then multiply it by 7. If you have consistent hours of work or classes you can just enter those times (see sample schedule).

Sleeping. You should put the number that you need to be functional and alert the next day	_____ x 7 = _____
Personal care (showering, hair, makeup etc.)	_____ x 7 = _____
Eating. (including preparation and clean-up)	_____ x 7 = _____
Travel to and from campus	_____ x 7 = _____
Travel to and from work	_____ x 7 = _____
Work	_____ x 7 = _____
Activities (volunteering, church, clubs)	_____ x 7 = _____
Exercise & sports	_____ x 7 = _____
Leisure Time (TV, internet, listening to music, shopping or gaming)	_____ x 7 = _____
Classes (3 hours per every credit + lab time) For example, 5 courses (5 x 3 = 15) plus 2 labs (2 x 3 = 6) would equal 21 hours spent in class.	_____
Errands/housecleaning/laundry	_____ x 7 = _____
Time spent with friends/family/partner/kids	_____ x 7 = _____
Total Number of Hours	_____

Second: Subtract the total number of hours from 168 (the total number of hours in a week)

168 hours

Subtract the total above - _____

How many hours are left? _____

If you don't have much time left, then you might need to look at reducing the courses you are taking, the number of hours you are working, and/or other non-academic commitments (friends, sports, volunteering).

If you have a lot of time left, then your challenge is to use that time wisely. Interestingly, it is easier to waste time when you think you have a lot of it. Realistically, if you are a full-time student, you should be spending at least 40 hours a week on school which means you should be studying **at least** 20 hours in addition to your in-class commitments.