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 bad 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 spend on other tasks. We often forget that sleeping, eating, bathing, jobs, doing laundry or simply visiting 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.

Estimate the number of hours a day you spend on each task and then multiply by the number of days per week that you do that task. If you have consistent hours of work or classes, you can simply enter those times in the Total column (i.e., if you work 25 hours a week then put 25 in the total column).

Activities	Hours	X # of days	Total
Sleeping			
Personal care (showering and grooming)			
Eating (preparation and clean-up)			
Travel time (work, campus, other)			
Work			
Other commitments (volunteering, church)			
Exercise & sports			
Leisure and social time			
Errands/cleaning/laundry			
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 per week spent in class			

Add up the total column to calculate the weekly hours spent on activities   _____

Hours in a Week		**Hours Spent on Activities**		**Time Remaining**
168	—		=	

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 commitments (friends, sports, volunteering), because you have not even begun studying or preparing assignments yet! **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 extra time. Realistically, if you are a full-time student, you should be spending about 35 hours a week on school which means you should be studying **at least** 10-15 hours in addition to going to classes and labs.

You have the tools. We'll help you use them.