**Time Budget**

**Column A: Column B:**

**List the amount of time you spend weekly (in hours) on these activities**

 **Multiply your recurring daily activities by 5 (weekdays) or 7 (every day) to estimate the number of hours you need for these activities in a week**

|  |  |
| --- | --- |
| Class Time \_\_\_\_\_\_\_\_\_\_ | Commuting/Travel time (daily X 5 =) \_\_\_\_\_\_\_\_\_\_ |
| Study Time \_\_\_\_\_\_\_\_\_\_ | Meal preparation/Eating (daily X 7 =) \_\_\_\_\_\_\_\_\_\_ |
| Employment/Internship \_\_\_\_\_\_\_\_\_\_ | Personal Care (daily X 7 =) \_\_\_\_\_\_\_\_\_\_ |
| Volunteer Activities \_\_\_\_\_\_\_\_\_\_Exercise \_\_\_\_\_\_\_\_\_\_Regular Functions (clubs, church, etc.) \_\_\_\_\_\_\_\_\_\_Socializing with Friends \_\_\_\_\_\_\_\_\_\_Chores & Errands \_\_\_\_\_\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_ | Sleep (daily X 7 =) \_\_\_\_\_\_\_\_\_\_ |
| Total A: \_\_\_\_\_\_\_\_\_\_ |  Total B: \_\_\_\_\_\_\_\_\_\_ |

**Total A + B = Total C: \_\_\_\_\_\_\_\_\_\_ hours**

There are 168 hours in a week. Subtract Total C from 168= \_\_\_\_\_\_\_\_\_\_ Uncommitted hours

**Evaluate Your Time Management:**

Does your time allocation reflect the priority of your goals?

Can you rearrange your times to better meet your goals?

\*\*NOTE: There are only 168 hours in a week for each of us, but about 100 are usually taken up with "nonoptional" activities, such as sleeping, eating, personal care, commuting, etc. Plan to try and spend a maximum of 65 hours a week on a combination of: classes & labs, study (2-3 hours for each credit hour), jobs, student activities.