Time Management Weekly Summary

Students often believe they do not have enough time to study for exams, do everything they need to do, and have a social life. This worksheet demonstrates that if you manage your time wisely, you can fit in everything you want to do. Students often plan their day and then use the leftover time to study. For example, they go to class, do laundry, exercise, get lunch with friends, go to the movies, and then say that they only had one hour to study. If you plan your priority activities first (i.e. eating, sleeping, studying, working, etc.), you will still have time to do everything else that you want to do. It is just a matter of how you prioritize and organize your time.

Once you have determined how many hours you should be spending on your highest priority activities (the top section), use the weekly schedule to map those tasks and activities onto a weekly schedule to provide a visual representation of your time and priorities. **Be as specific as you can when filling out your schedule.** For example, instead of writing "study for Chem," write exactly what you need to do that day for Chemistry such as, "preview Chemistry lecture." You can use different colors for different classes and activities to be able to easily see how much time you are spending on various activities.

This does NOT mean that you keep this same schedule every week! This is just a general template to see where the tasks you need to accomplish on a weekly basis may fit into your schedule. You can then adjust where these tasks fit on a given day/week. It does help to make sure you are aware of the things you need to do and when they need to be done.

This is just a template and may not work with every single person's schedule especially if they have extenuating circumstances.

Activity	Hours Spent Each Week:	EXAMPLE
Attending Class		15 (1 hour per credit hour, roughly)
Studying		40 (2-3 hours per credit hour)
Working		10
Commuting		2 (average for on campus students, commuters may spend more here)
Eating		10 (general average per week)
Sleeping (including naps)		56 (8 hours per night should be the goal!)
Personal Hygiene		7 (showering, etc.)

Total: _____

Activity	Hours Spent Each Week:	EXAMPLE
Exercise		5
Student Organizations		4
Socializing & Recreation		15 (friends, hobbies, reading, social media, video games, etc.)
Chores (laundry, cleaning, etc.)		4
Other		

Total: _____

Grand Total: _____

Total hours per week = 168

Weekly Time Management Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 am							
7:00							
8:00							
9:00							
10:00							
11:00							
Noon							
1:00 pm							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
Midnight							
1:00 am							
2:00							
3:00							
4:00							
5:00							