



How do I spend my time?

A week in the life of me



	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
12 am							
1 am							
2 am							
3 am							
4 am							
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							

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There are **168 hours** in a week.

Understanding how you spend your time is the first step in effectively utilizing this non-renewable resource.

Step 1

List the number of hours per week for each activity (including weekends):

- Sleeping: _____
- Class time (# of hours in class each week): _____
- Homework/Study: _____
- Eating (including preparation time): _____
- Hygiene (shower, hair, makeup, etc.): _____
- Athletics/Exercise/Personal Health: _____
- Job/Work: _____
- Extracurricular Activities: _____
- Socializing (hanging out, texting, dating, etc.): _____
- Commuting/Transportation: _____
- Personal/Family Responsibilities (cleaning, errands, etc.): _____
- Other _____

Step 2

Add all activities together for a subtotal: _____

Step 3

Subtract your subtotal from 168: _____



This is the number of hours you have "left over" in a week.

What's important to you? How can you use this time effectively to achieve your goals?

Is this number negative?

Ut-oh; you have committed more time than there is in a week.

How can you reorganize your time? How will you prioritize?