

Time Management

Determine how you spend your time:

Column 1: List the amount of time you expect to spend in weekly activities in hours.		Column 2. Multiply your recurring daily activities by five (weekdays) or seven (weekly) to estimate the number of hours you engage in these recurring activities in a week	
Class time		Commuting/Travel time	
Study time		(multiplied by 5 =)	
Employment			
Family		Meal preparation/eating	
Volunteer Activities		(multiplied by 7 =)	
Exercise			
Regularly scheduled functions		Personal care (multiplied by 7 =)	
Clubs / Church			
Socialising with friends		Sleep (multiplied by 7 =)	
Chores and errands			
Other			
Total =		Total =	
Total A + B = Total C: _____ hours			
There are 168 hours in a week. Subtract Total C from 168 = _____ uncommitted hours .			

Evaluate Your Time Management

How much time have you set aside to meet your goals?

Does your time allocation reflect the priority of your goals?

Can your uncommitted time be reallocated to meet your priorities?

List 4 activities you would like to do in your uncommitted time.
