

TIME MANAGEMENT:

A PERSONAL TIME SURVEY

NAME: _____

WORKSHOP: TIME MANAGEMENT

DATE: _____

The following survey shows the amount of time you spend on various activities.

When taking the survey, estimate the amount of time spent on each item. Once you have this amount, multiply it by seven. This will give you the total time spent on the activity in one week.

After each item's weekly time has been calculated, add all these times for the grand total.

Subtract this from 168, the total possible hours per week.

- Number of hours of **sleep** each night _____ X 7 = _____
- Number of **grooming** hours per day _____ X 7 = _____
- Number of hours for **meals/snacks** per day--include preparation time _____ X 7 = _____
- Weekday travel time _____ X 7 = _____
- Weekend travel time _____
- Number of hours per week for regularly scheduled **functions** (clubs, church, get-togethers, etc.) _____
- Number of hours per day for **chores**, errands, extra grooming, etc. _____ X 7 = _____
- Number of hours of **work** per week _____
- Number of hours in **class** per week _____
- Number of average hours per week for **socializing**, dates, etc _____

Total hours used per week: _____ - 168 = _____ **hours to study**

Study Hour Formula

To determine how many hours you need to study each week to get A's, use the following rule of thumb. Study two hours per hour in class for an easy class, three hours per hour in class for an average class, and four hours per hour in class for a difficult class. If more hours are needed, take away some hours from easier courses.

Semester Classes	Units	Easy Class Units _____	X 2 = _____
_____	_____	Average Class Units _____	X 3 = _____
_____	_____	Difficult Class Units _____	X 4 = _____
_____	_____		Total = _____
_____	_____		