

Time Distribution Assessment Worksheet

The first step to managing your time well is to evaluate your current methods. Use this form to quantify how you spend your time during one week. When you are finished, you should have 168 hours total.

Academics (list each of your subjects)	Hours/ Week Currently	Hours/ Week Revised
Classroom (<i>lecture, labs, recitations</i>)		
Subject 1:		
Subject 2:		
Subject 3:		
Subject 4:		
Subject 5:		
Subject 6:		
Studying (<i>regular review of reading and lecture notes, test prep, etc.</i>)		
Subject 1:		
Subject 2:		
Subject 3:		
Subject 4:		
Subject 5:		
Subject 6:		
Assignments (<i>reading, papers, problem sets</i>)		
Subject 1:		
Subject 2:		
Subject 3:		
Subject 4:		
Subject 5:		
Subject 6:		
Academics Totals:		
Jobs (list)	Hours/ Week Currently	Hours/ Week Revised
Jobs Totals:		
Meals (include preparation/acquisition time)	Hours/ Week Currently	Hours/ Week Revised
Breakfast		
Lunch		
Dinner		
Meals Totals:		

Sleep (list how much sleep you are getting each day)	Hours/ Week Currently	Hours/ Week Revised
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Sleep Totals:		
Extracurricular Activities (list activities such as varsity/intramural sports, theater, orchestra, religious activities, student government, FSILG membership duties, volunteer/community service work, etc.)	Hours/ Week Currently	Hours/ Week Revised
Extracurricular Totals:		
Other Personal Essentials	Hours/ Week Currently	Hours/ Week Revised
Personal Hygiene (shower, dress, makeup)		
Travel time (to/from class, activities, jobs, meals, etc.)		
Maintaining living space (pick up/clean up)		
Laundry		
Miscellaneous administrative tasks (doctor/dental appointments, running errands, paying bills, banking)		
Personal Essentials Totals:		
Free Time!	Hours/ Week Currently	Hours/ Week Revised
Exercising		
Socializing with friends/hanging out		
Online time (games, email)		
Texting/Instant Messaging		
Free Time Totals:		
GRAND TOTALS (168 hours/week):		