



168 Hours A Week: Overview + Weekly Tracker

Undergraduate Tutoring Center | University of Vermont

Instructions: There are 168 hours a week – where does it all go? Assess how you're spending your time with the exercise below, and the weekly tracking sheet on the back of this page!

STEP 1: ESTIMATE HOW YOU USE YOUR TIME EACH WEEK.

List the total amount of time per week that you spend on each activity. One method for estimating how you spend your time is to:

1. Count the average amount you spend on a category each day, then multiply by 5.
2. Next, add in weekend amounts.
3. Finally, add up your hours across each category hours to determine your subtotal.

Common Categories:

- _____ Class time (number of hours in class each week)
- _____ Reviewing course material
- _____ Completing course assignments
- _____ Job / work
- _____ Transit time (getting to class, commuting to work)
- _____ Physical fitness / athletics (working out, team sports, etc.)
- _____ Extracurriculars (clubs, internship, volunteering, etc.)
- _____ Social / entertainment time (Seeing friends, watching media, etc.)
- _____ Home or family responsibilities (cooking, cleaning, shopping, communication)
- _____ Eating
- _____ Personal hygiene / self-care (bathing, getting ready for the day, bedtime)
- _____ Sleeping
- _____ Other (Anything not accounted for above)
- _____ **Your subtotal (Add together all categories above)**

STEP 2: ASSESS YOUR USE OF TIME

Subtract: (168) minus (Your subtotal) equals (Your Balance)

(168) - (_____) = (_____)

- ❖ Do you have any time left? How much?
- ❖ Did you run out of time?

STEP 3: REFLECT AND SET A SMART (SPECIFIC, MEASURABLE, ATTAINABLE, REASONABLE & TIMELY) GOAL

What did you learn about how you spend your time?

Based on your observations, what would you most like to do to manage your time differently?

- ❖ What obstacles will you face?
- ❖ How will you stay motivated?
- ❖ What resources can you utilize, and who can support you?



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Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 am							
7:30 am							
8:00 am							
8:30 am							
9:00 am							
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