🕐 168 Hours a Week

There are 168 hours in a week – where does it all go? Assess how you're spending your time with the worksheet below.

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 counting your hours is:

- Count the average amount per weekday, then multiply by 5.
- Next, add in weekend amounts.
- Finally, add up all hours to determine your subtotal.

___ Class time (number of hours in class each week)
___ Job/Work
___ Studying (completing assignments, review, preparing for exams)
___ Transportation time (getting to class, commuting)
___ Physical fitness/athletics (working out, team sports, etc.)
___ Extracurriculars (clubs, internship, volunteering, worship, etc.)
___ Home/family responsibilities (cooking, cleaning, shopping, communication)
___ Sleeping
___ Eating
___ Personal hygiene (bathing, getting ready for the day/bedtime)
___ Entertainment (social media, TV/movies, music, etc.)
___ = Your subtotal

Step 2: Assess your use of time.

Subtract: (Total time) 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 goal.

- What did you learn about how you spend your time?
- Based on your observations, what would you most like to do to better manage your time?
  - Make your goal SMART: Specific, Measurable, Attainable, Reasonable & Timely
  - What obstacles will you face? How will you stay motivated?
  - What resources can you utilize, and who can support you?

Weekly Tracker

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