

Use this form to 1) help you track how you prioritize your time and 2) to see how much extra/flex time you have each week.

**TOTAL NUMBER OF HOURS AVAILABLE EACH WEEK**

**168**

Minus hours in class each week	
Minus hours of study time per week	
Minus hours of sleep time/personal hygiene per week	
Minus hours of committed time per week (job, church, clubs, meetings, etc.)	
Minus hours of meal time per week (include coffee breaks)	
Minus hours of exercise per week	
Minus hours of family time per week (include phone calls)	
Minus hours of laundry, shopping, personal errands per week	
Minus hours of television, Netflix, Hulu, etc., per week	
Minus hours of social media use (Facebook, Instagram, etc.) and video games per week	
Minus hours of other recreation per week (movies, parties, outdoors, etc.)	
Minus hours of self-care per week (meditation, unplugging, creativity, etc.)	
Minus other (miscellaneous	

**FINAL BALANCE**