



## 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 courses)	Hours/ Week Currently	Hours/ Week Revised
<b>Classroom</b> ( <i>lecture, labs, recitations</i> )		
Course 1:		
Course 2:		
Course 3:		
Course 4:		
Course 5:		
Course 6:		
<b>Studying</b> ( <i>regular review of reading and lecture notes, test</i> )		
Course 1:		
Course 2:		
Course 3:		
Course 4:		
Course 5:		
Course 6:		
<b>Homework Assignments</b> ( <i>reading, papers, problem sets</i> )		
Course 1:		
Course 2:		
Course 3:		
Course 4:		
Course 5:		
Course 6:		
<b>Academics Totals:</b>		
<b>Jobs</b> (list)		
<b>Jobs Totals:</b>		
<b>Meals</b> (include preparation/acquisition time)		
Breakfast		
Lunch		
Dinner		
<b>Meals Totals:</b>		



<b>Sleep</b> (list how much sleep you are getting each day)		
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
<b>Sleep Totals:</b>		
<b>Extracurricular Activities</b> (list activities such as sports, clubs/organizations, religious activities, volunteer/community service, etc.)		
<b>Extracurricular Totals:</b>		
<b>Other Personal Essentials</b>		
Personal hygiene		
Travel time (to/from class, activities, jobs, meals, etc.)		
Maintaining living space (pick up/clean up)		
Laundry		
Miscellaneous administrative tasks (appointments, shopping, banking, etc)		
Family Responsibilities		
<b>Personal Essentials Totals:</b>		
<b>Free Time!</b>		
Exercising		
Socializing with friends/hanging out		
Online time (games, social media, email)		
Hobbies		
<b>Free Time Totals:</b>		
<b>GRAND TOTALS (168 hours/week):</b>		