

# Time Budget

**Column A:**

List the amount of time you spend weekly (in hours) on these activities

**Column B:**

Multiply your recurring daily activities by 5 (weekdays) or 7 (every day) to estimate the number of hours you need for these activities in a week

Class Time _____ Study Time _____ Employment/Internship _____ Volunteer Activities _____ Exercise _____ Regular Functions (clubs, church, etc.) _____ Socializing with Friends _____ Chores & Errands _____ Other _____ <u>Total A:</u> _____	Commuting/Travel time (daily X 5 =) _____ Meal preparation/Eating (daily X 7 =) _____ Personal Care (daily X 7 =) _____ Sleep (daily X 7 =) _____       <u>Total B:</u> _____
--	---

Total A + B = Total C: \_\_\_\_\_ hours

There are 168 hours in a week. Subtract Total C from 168= \_\_\_\_\_ Uncommitted hours

**Evaluate Your Time Management:**

Does your time allocation reflect the priority of your goals?

Can you rearrange your times to better meet your goals?

**\*\*NOTE:** There are only 168 hours in a week for each of us, but about 100 are usually taken up with "non-optional" activities, such as sleeping, eating, personal care, commuting, etc. Plan to try and spend a maximum of 65 hours a week on a combination of: classes & labs, study (2-3 hours for each credit hour), jobs, student activities.