

“Where Does the Time Go?” Time Awareness Worksheet

Step 1: Estimate the number of hours spent on each of the following activities:

Number of hours sleeping each night..... $_____ \times 7 = _____$

Number of hours spent grooming each day..... $_____ \times 7 = _____$

Number of hours for meals/snacks, including preparation & clean-up time..... $_____ \times 7 = _____$

Travel time to and from campus..... $_____ \times 7 = _____$

Number of hours in class per week

Number of hours per day on errands, etc..... $_____ \times 7 = _____$

Number of hours per week for regular activities (i.e. chapter meetings, leadership/service activities, intramurals, church, athletic practice, workouts, etc).....

Number of hours watching TV, playing video games, talking on cell phone, text messaging, etc per week

Number of hours per week socializing with friends, going out, etc.....

Number of hours working per week.....

..... Total = $_____$

Step 2: Subtract the total # of hours above from total # hours in a week to determine how many hours you have available to study.

$$\begin{array}{r}
 168.0 \text{ hours in a week} \\
 - \quad _____ \text{ hours of activities} \\
 = \quad _____ \text{ hours remaining to study}
 \end{array}$$

Step 3: Evaluate whether or not you have enough hours remaining each week to study the amount of time necessary to get the grades you want. If you do, block off that time on your weekly planning chart and begin practicing the activities of successful students (i.e. annotated text book reading, reviewing notes/quizzes/exams, meeting with tutors/professors, etc). If not, look above to see where you can start to eliminate activities that are not helping you reach your academic, personal, and professional goals. Need help identifying where to cut activities and how to prioritize?? Contact the SSC for a 1:1 consultation.