

Personal Time Survey

If you would like more assistance staying on track with your academic plan, you can visit the Advising Page [HERE!](#)

168 Hours

168 is the immutable, unchanging reality of time as we keep it. Each and every one of us live with the reality that no matter what, there are never more than 168 hours in a week. Understanding how you are currently spending your time is the first step in effectively managing your time and schedule.

Step 1: List the amount of time per week for each activity (arrive at a daily average and multiply by 7; account for weekend differences):

- a. Class time (# of hours in class each week) _____
- b. Job/work _____
- c. Socializing (hanging out, IM-ing, dating, etc) _____
- d. Commuting/transportation time _____
- e. Athletics/exercise _____
- f. Extracurricular activities _____
- g. Family responsibilities (cleaning, etc) _____
- h. Sleeping _____
- i. Eating _____
- j. Personal hygiene (bathing, hair, make-up, etc) _____
- k. Other _____

Step 2: Add together a – k for a SUBTOTAL: _____

Step 3: Now subtract your subtotal from 168 for a TOTAL: 168 - _____ = _____

Step 4: Divide your total by 7. This is the average number of hours per day you have left for studying or free time. _____

If the number in your TOTAL line is negative, you have committed more time than there is in a week. YOU ARE IN TROUBLE. If you have time left over, ask yourself what choices there are for your time. Do you have time for more sleep? Volunteering? Friends?