

LESSON 7

Time Management Worksheet



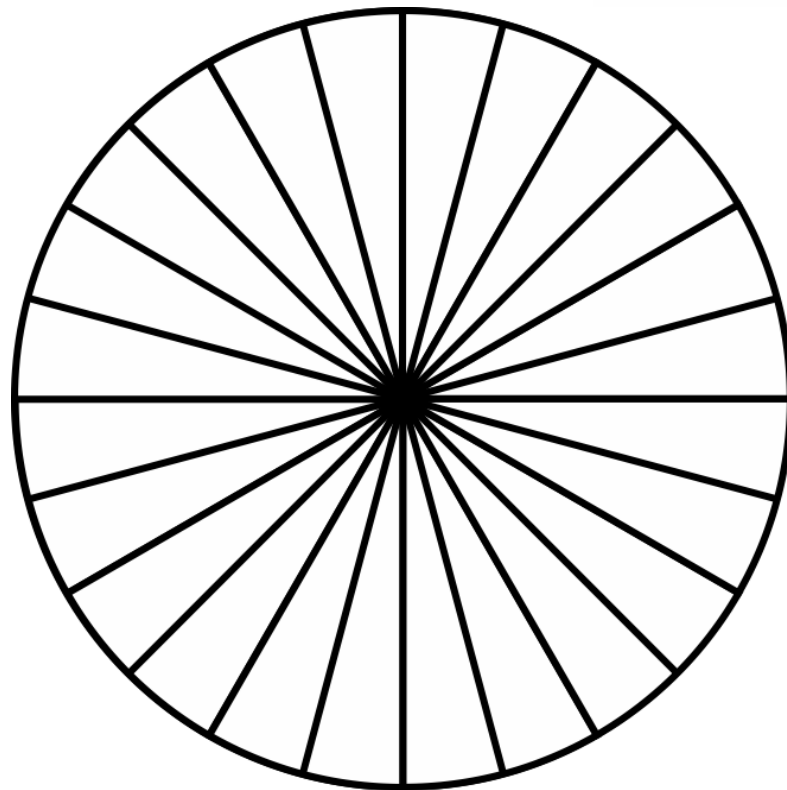
FULFILLMENT *Fundamentals*

As a college student, time management is crucial for balancing all responsibilities that come with pursuing a higher education. It helps by reducing many of the challenges college students experience such as stress and anxiety, and fear of failure.

Time management also prepares students to complete their schoolwork at a level that is above average, which then helps to increase confidence.

Since there are only 24 hours in a day, it is helpful to learn and track how you utilize every hour in each day. On average where do you spend your time each day?

Take time to fill in the circle with everything you do in a day. Example: You spend time sleeping, so will need to include the total number of hours spent sleeping in your circle. Don't forget all of the various responsibilities and activities you do each day: classes, studying, sleep, fitness, work, family, personal care, eating, transportation, relaxation/hobbies, etc.



Use your completed 24 hour circle to calculate how much time you spend on each activity listed in the breakdown below. The blank lines are for any additional situations that take up your time. After you have totaled up all activities, figure out how much free time you have.

Activities Breakdown - Hours per Week

- ____ Class Time
- ____ Study time, projects, papers
- ____ Commuting
- ____ Getting ready for the day (dressing and eating)
- ____ Work
- ____ Responsibilities at home
- ____ Fitness/Gym
- ____ Cellphone and social media
- ____ Television and video games
- ____ Dating, outings, sports, movies, "going out", etc.
- ____ Sleeping
- ____ _____
- ____ _____
- ____ Wasted hours

Total: ____

Now that you know how you are currently spending your time, it is good to reflect on your life's priorities and goals. What is most important to you? What are your life priorities?

List your top 10 life priorities in order from most to least important:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

How do your priorities match up to how you spend your time each week?

What do you need to adjust in your weekly schedule to better match your life priorities?

List any additions you want to add to your weekly schedule: _____

What do you spend time on that you will remove or reduce in your weekly schedule?

Create your new ideal schedule below: You can start with a day or construct a whole week. Be sure to include the changes you wish to make for yourself and don't forget to include your top priorities. You will need time to take care of yourself, for instance, when will you sleep, eat, etc?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
Noon							
1:00 PM							
2:00 PM							
3:00 PM							
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5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

How many hours are you spending in class each week? _____

How many hours have you devoted to studying each week? _____