



Name: Emily Ammar

Adviser: _____

TIME MANAGEMENT WORKSHEET

A WEEKLY TALLY

ACTIVITY:

TIME NEEDED:

Credit Hours this Semester:

12 hours

Study Hours (2 x credit hours):

24 hours

Sleep/Naps (7 x 48 hours/day):

~~80~~ 56

Meals (7 x 1 hours/day):

7

Hygiene (7 x 1 hours/day):

7

De-stress Activities (7 x 2 hours/day):
(Ex. exercise, reading, TV, video games, hobbies, etc.)

~~14~~ 14

Communication Activities (7 x 2 hours/day):
(Ex. personal phone calls, e-mailing, text messaging, etc.)

14

Work/Volunteering (total hours/week):

0

Regularly Scheduled Activities (total hours/week):
(Ex. church, piano lessons, meetings, sports, etc.)

0

Commute/Travel Time (total hours/week):

2

Family Commitments (total hours/week):

2

Friend Commitments (total hours/week):

2

Household Duties & Errands (total hours/week):
(Ex. mowing the lawn, laundry, grocery shopping, etc.)

3

Total # of Hours You Need in a Week:

141

Number of Hours in a Week:

(168)

HOW DID YOU DO?

Under 168 Hours: You appear to have **EXTRA TIME**

OR

Over 168 Hours: You appear to be OVER-COMMITTED



MY MASTER SCHEDULE

SEMESTER / WEEK OF:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00am	wakeup						
7:00am						sleep	
8:00am						wakeup	
9:00am							
10:00am							
11:00am							
12:00pm	School						
1:00pm							
2:00pm						hangout with friends	
3:00pm							
4:00pm	relax						
5:00pm						family activities	
6:00pm	homework						
7:00pm	dinner					dinner	
8:00pm							
9:00pm							
10:00pm							
11:00pm	sleep					sleep	
12:00am							

MISCELLANEOUS NOTES: