

Time Distribution Assessment

The first step to managing your time well is to evaluate your current methods. Use this form to quantify how you spend your time during one week. When you are finished you should have 168 hours total.

Academics (list each of your subjects)	Hours/ Week Currently	Hours/ Week Revised
▪ Classroom (lecture, labs, recitations)		
♦ Subject 1:		
♦ Subject 2:		
♦ Subject 3:		
♦ Subject 4:		
♦ Subject 5:		
♦ Subject 6:		
▪ Studying (regular review of reading and lecture notes, test prep, etc.)		
♦ Subject 1:		
♦ Subject 2:		
♦ Subject 3:		
♦ Subject 4:		
♦ Subject 5:		
♦ Subject 6:		
▪ Assignments (reading, papers, problem sets)		
♦ Subject 1:		
♦ Subject 2:		
♦ Subject 3:		
♦ Subject 4:		
♦ Subject 5:		
♦ Subject 6:		
Totals:		

Jobs (list)		
▪		
▪		
▪		
Totals:		

Meals (include preparation/acquisition time)		
▪ Breakfast		
▪ Lunch		
▪ Dinner		
Totals:		

Hours/
Week
Currently

Hours/
Week
Revised

Sleep (list how much sleep you are getting **each day**)

▪ Sunday		
▪ Monday		
▪ Tuesday		
▪ Wednesday		
▪ Thursday		
▪ Friday		
▪ Saturday		
▪ Sunday		
Totals:		

Extracurricular Activities (list activities such as varsity/intramural sports, theater, orchestra, religious activities, student government, FSILG membership duties, volunteer/community service work, etc.)

▪		
▪		
▪		
▪		
▪		
▪		
Totals:		

Other Personal Essentials

▪ Personal Hygiene (shower, dress, makeup)		
▪ Travel time (to/from class, activities, jobs, meals, etc.)		
▪ Maintaining living space (pick up/clean up)		
▪ Laundry		
▪ Miscellaneous administrative tasks (doctor/dental appointments, running errands, paying bills, banking)		
▪		
▪		
Totals:		

Free Time!

▪ Socializing with friends/hanging out		
▪ Online time (games, email)		
▪ Texting/Instant Messaging		
▪		
▪		
▪		
Totals:		

Grand Totals:
(168 hours/week)

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