

# Time Commitments

Where Does Your Time Go

*Everyone starts the week with the same number of hours.  
So, why does your time go so fast? Let's find out!*

Number of hours of sleep each night \_\_\_\_\_ x 7 = \_\_\_\_\_

Number of hours spent grooming each day \_\_\_\_\_ x 7 = \_\_\_\_\_

Number of hours for meals/snacks  
(including preparation/clean-up time) \_\_\_\_\_ x 7 = \_\_\_\_\_

Travel time to and from campus \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Number of hours per week for regular activities  
(volunteer work, intramurals, church, clubs, etc.) = \_\_\_\_\_

Number of hours per day of errands, etc. \_\_\_\_\_ x 7 = \_\_\_\_\_

Number of hours of work per week = \_\_\_\_\_

Number of hours of class per week = \_\_\_\_\_

Number of hours per week with friends,  
social parties, going out, etc. = \_\_\_\_\_

Number of hours of TV and computer \_\_\_\_\_ x 7 = \_\_\_\_\_

**Total = \_\_\_\_\_**

**168.0 hours in a week**

**- \_\_\_\_\_ hours of activities**

**= \_\_\_\_\_ hours to study**

*These estimations allow you to calculate the approximate amount of time you have to study during the week. Is there enough time? You may need to look at how to reorganize your time allowing for more/less study time each week.*

## Things to consider when planning your time:

- ✓ If you are a full-time student, that is your full-time job! You may think that the 12-15 hours a week you are in class should leave you plenty of time to work 20 + hours at a job, but are you factoring in an adequate number of study hours?
- ✓ When you block in study hours, remember that it is often more effective to use a 'study-break-study' plan rather than try to study for hours at a time!
- ✓ Everything takes longer than we think. Plan for buffer time because at worst you could finish your task early and have some extra free time!
- ✓ Realize you can't do it all. If your final time on the front is a negative number, maybe you should consider letting some things go in your schedule that are not a priority.
- ✓ Be sure to have free hours to have down time. It is important to take a break every once in a while to recharge for your busy schedule.



## What are tasks that could be multi-tasked?

- Eating a meal and socializing
- Running an errand and making a phone call
- Traveling to/from campus and listening to a book on Audible
- Socialize and volunteer
- Social media and TV

*Things that are important like work, class, and studying should not be multi-tasked!*

***Everyone has enough time!***

***The only question is how are you going to spend it?***