Time Management Worksheet

Name
1) How many credits are you taking?
2) Multiply your answer from question#1 by 2
3) How many hours do you work each week?
Add all three numbers from above

Understanding your results:

Most people can only manage 60 hours of productivity each week. If your result is above 60, you may need to cut back on either work or school. If you are below 60 you should be able to balance the demands of school and work. However, keep in mind that you also have commitments to family, your health and hobbies or exercise. To help you plan your time for each of these commitments, you may complete the weekly time grid on the following page.

Weekly Planning Grid

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Make a list of all of the things that you have to do and things you would like to do. Be sure to include time for yourself for free time, hobbies, relaxing. Your list should include time for classes, work, studying (remember that study time should be twice the number of class hours) and any family or other commitments.

Next, prioritize your list. After you have prioritized, apply these items to your time grid. Fill in hourly times starting with the beginning of your day. Next fill in all time commitments: class time, work, travel time, meals. Lastly fill in study time.

Next, complete your plan for the quarter (next page).

Now that you have your time planned, remember the following:

- Stick to your plan as closely as possible and reward yourself when you do!
- Attend class every day!