



## 168-Hour Week: Time Management Exercise

Feeling like you need more hours in a day? Remember, daily essentials like sleep, meals, work, and school demand significant time. Understanding this allocation can streamline goal-setting, to-do lists, and academic planning. Try this time management exercise to reflect on how your time is being spent.

**ENTER THE TIME YOU SPEND ON EACH OF THE FOLLOWING ACTIVITIES:**

Sleep: \_\_\_\_\_ hours/day \_\_\_\_\_ hours/week

Daily Routine: \_\_\_\_\_ hours/day \_\_\_\_\_ hours/week

Transportation: \_\_\_\_\_ hours/day \_\_\_\_\_ hours/week

Working Hours: \_\_\_\_\_ hours/day \_\_\_\_\_ hours/week

Exercise: \_\_\_\_\_ hours/day \_\_\_\_\_ hours/week

Leisure Time: \_\_\_\_\_ hours/day \_\_\_\_\_ hours/week

Classes/Labs: \_\_\_\_\_ hours/day \_\_\_\_\_ hours/week

Study Time: \_\_\_\_\_ hours/day \_\_\_\_\_ hours/week

Total # of Hours Allocated: \_\_\_\_\_

# of Hours Remaining in Your Week: \_\_\_\_\_

What activities can be trimmed down to create more space? Are you compromising your class/study time in favor of other pursuits? If you find yourself with additional time, use it wisely. Time can easily slip away when it isn't properly tracked.