

Time Management: The Time Assessment

Academic Success Center
Iowa State University

Step 1:

Calculate the number of hours for various commitments each week. Be honest!

Average number of hours of sleep each night.	_____×7≡
Average number of grooming hours per day.	___×7≡
Average number of hours for meals/snacks per day. (Include preparation time.)	___×7≡
Average total travel time per weekday.	___×5≡
Average total travel time on weekends	
Number of hours per week for regularly scheduled functions (clubs, organizations, etc.)	
Average number of hours per day for chores, errands, extra grooming, etc.)	___×7≡
Number of hours of work per week.	
Number of hours in class per week.	
Number of hours studying per week.	
Average number of hours per week in social activities.	
Step 2: Add up the far right column. This is your total:	
Step 3: Subtract the total from 168:	168-_____ = _____

There are 168 hours in a week, no more, and no less.

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If your number is positive, this number represents the number of hours each week that you have for additional studying or activities.

What can you continue to do to ensure you are maintain a *positive* number?

If the number of negative, your regular commitments exceed the number of hours per week.

Where can you make up this time?
