

PERSONAL • TIME SURVEY •

To begin managing your time you first need a clear idea of how you use your time. The Personal Time Survey will help you to estimate how much time you currently spend on different activities. Consider keeping track of how you spend your time for a week.



THE FOLLOWING SURVEY ASKS ABOUT THE AMOUNT OF TIME YOU SPEND ON VARIOUS ACTIVITIES.

1 Estimate the amount of time spent daily or weekly for each item.

2 Use the multiplier to get a weekly total for that activity.

3 Add the numbers to get a grand total of time spent during the week.

4 Subtract this number from 168 (total number of hours per week)

1. Number of hours of sleep each night (x7) _____
2. Number of grooming hours per day (x7) _____
3. Number of hours for meals/snacks per day including prep time (x7) _____
4. Number of hours for travel time per weekday (x5) _____
5. Number of hours for travel time per weekend _____
6. Number of hours per week for reoccurring events (ex. clubs) _____
7. Number of hours per day for chores, errands, etc. (x7) _____
8. Number of hours at work per week _____
9. Number of hours in class per week _____
10. Number of average hours per day for socializing, dates, etc. (x7) _____

Add up totals: _____

Subtract total from 168 - _____ = _____

The remaining hours are the hours you have allowed yourself to study and work on projects! Is there enough time to study and complete assignments/projects? If not, how can you cut back on hours spent in other activities? Make an appointment with the Academic Support Center to talk more about time management and tools that can be used to help you to be more successful.