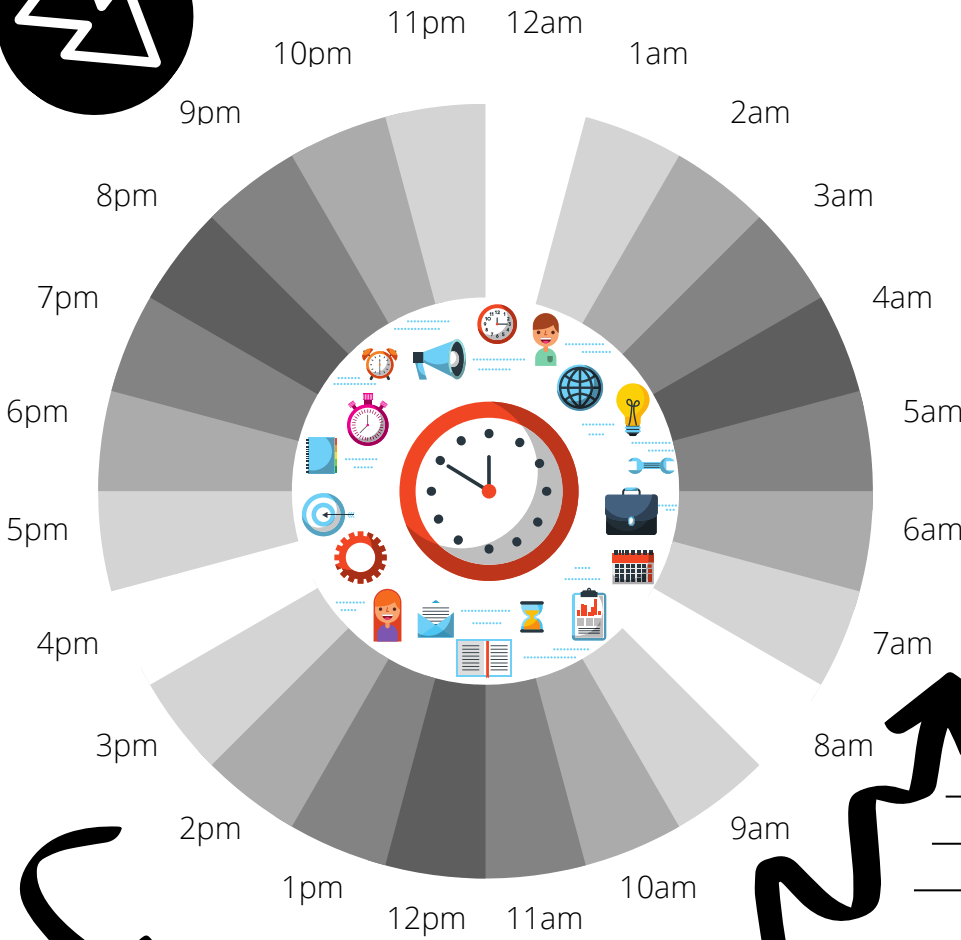


LOOKING FOR WAYS TO BETTER MANAGE YOUR TIME? BEGIN BY LOOKING AT HOW YOU SPEND YOUR TIME. WE HAVE 168 HOURS IN EACH WEEK.

FILL IN EACH SLICE OF THE WHEEL WITH HOW YOU SPEND YOUR TIME EACH DAY

TIME MANAGEMENT: PERSONAL TIME SURVEY



Now that you have a better picture of how you spend your time, answer these questions to analyze your approach to time management.

1. What do you spend most of your time doing and why?

2. What times of day to you find yourself most energetic and why?

3. What adjustments can you make to better manage your time?

4. What resources are available to you to assist in this process?

(Google Calendar, Agenda/Planner, To-Do lists?)

NOW TAKE A LOOK AT HOW YOU SPEND YOUR TIME:

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, incl. prep (x7) _____
4. Number of hours for travel time per weekday (x5) _____
5. Number of hours of 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. Average number of hours per day for socializing (x7) _____

Add up totals: _____ *

Subtract total from 168 - _____ = _____

The remaining hours are the hours that you have allowed yourself to study and complete assignments/work on projects!

Have you given yourself enough study time to be successful?