Planning Your Work Week

Occasionally you should remind yourself that there are only twenty-four hours in each day and 168 hours in a week. It is common for college students to want to participate in more activities than their time allows, and, as a result, many of their activities suffer. Unfortunately, this poor performance often includes schoolwork. The following exercise is designed to help you assess the approximate allocation of your time.

Fill in the Blanks:

1. Number of hours in a week.  
   168

2. Average number of hours of sleep per week. 
   _____

3. Number of hours per week you will work and/or manage a household. 
   _____

4. Number of hours for hobbies, recreation, church, or other scheduled activities. 
   _____

5. Number of hours needed for dressing, eating, shopping, watching TV, or traveling to or from work or school. 
   _____

6. How many credit hours are you taking? 
   _____

7. To compute the number of hours for study, multiply number of credit hours in number 6 (above) by 2. 
   _____

8. Total hours of items 2 through 7. 
   _____

9. If your answer to number 8 is less than 168, subtract from 168. 
   _____

   This is the number of hours you have left over to use each week. 
   _____

10. If your answer to number 8 is more than 168, you must adjust part of your plan. Perhaps you are working too many hours or planning to take too many classes. 
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