



FHSU Kelly Center Academic Success Programs Time Management Worksheet

Use the information below to see how quickly your 168-hour* week is spent!
(*7 days per week X 24 hours per day = 168 total hours available each week)

1. Number of Hours of Sleep each Night _____ X 7 = _____
2. Number of Hours of Grooming per Day _____ X 7 = _____
3. Number of Hours for Meals/Snacks per Day
(include purchasing, preparing, etc.) _____ X 7 = _____
4. Number of Hours of Travel Time per Weekday _____ X 5 = _____
5. Number of Hours of Travel Time on each Weekend Day _____ X 2 = _____
6. Number of Hours per Week for Scheduled Functions
(clubs, meetings, practice, etc.) _____ X 1 = _____
7. Number of Hours per Day for Chores, Errands, etc. _____ X 7 = _____
8. Number of Hours of Work per Week _____ X 1 = _____
9. Number of Hours per Week for Socializing, Dates, etc. _____ X 1 = _____
10. Number of Hours per Day for Internet, Video Games,
Cell Phone, Texting, and/or TV _____ X 7 = _____

Subtotal = _____

168 Hours - _____ (Subtotal) = _____ (Hours Left to Study and Attend Class)

Academic Success Programs provides information on
effective time management skills including how to maximize and enhance study time.
Contact our office to learn skills and strategies to manage your 168-hour week!