



## FHSU 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)

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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)

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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!