

Time Management Assignment

Name _____ Student ID _____ Date _____

Total number of hours available a week **168**

For each activity record the number of hours you need in a week. To begin subtract the hours for the first activity from 168 and continue subtracting the number of hours needed for each activity until you have accounted for each hour of your week.

Activity	Current Hours needed	Hours remaining
Class		
Outside study time		
Sleep/Personal hygiene and care		
Work		
Organizations, clubs, volunteering or other extra-curricular activities		
Meals		
Exercise		
Family		
Personal errands (laundry, shopping etc.)		
Television, Netflix, non-academic computer use		
Recreation (movies, hanging out with friends, going out, etc.)		
Miscellaneous		

Total hours accounted for per week _____ Total free hours per week _____

After completing, make adjustments to the hours needed column if you need more time each week. Then write a 750 paper on the importance of time management, what you learned from doing this activity, any adjustments you need to make to your week, and how you better manage your time in the future. Submit your paper and a copy of this sheet to Orgsync at this link:

<https://orgsync.com/107880/forms/267378>