

# Time Audit Worksheet

## You only have 168 hours in each week!

Making sure you can fit all the things you want *and need* to do is one of the most important ways you can build a strong semester.

### Consider the following...

- **Do you have a balanced life?**  
*It is important to have an appropriate balance between work, social time, sleep, class attendance, study time, and other responsibilities.*
- **Where does your time go?**  
*Evaluating a typical week can help you efficiently manage your personal schedule.*
- **Does your schedule match your priorities?**

**Now, use those reflections to input the hours spent on each of the below activities during a typical week, then subtract them from 168. *Be honest!***

Total Hours in a week		168
Attending Class *	-	
Studying **	-	
Working	-	
Sleeping	-	
Travel Time (to/from work & school)	-	
Meals	-	
Cleaning/Laundry	-	
Getting Ready	-	
Family Time (in-person, virtual, etc.)	-	
Leisure/Well-being (TV, meditation, friends, etc.)	-	
Volunteer/Campus Activities	-	
Other _____	-	
Other _____	-	
Other _____	-	
<b>TOTAL Remaining Hours (Free Time)</b>	<b>=</b>	

*\* 1 hour of in-classroom time per 1-credit hour*

*\*\* Independent student effort of **at least 2 hours per week for each credit hour** is expected to aid in successful completion of a course*

**Is your total negative?**

You've scheduled yourself more time than what exists in a week!

How can you modify your current schedule to better accommodate school time?

Have you made sure you spending *enough* time taking care of your personal needs?

### Visualize it!

*Use the weekly planner on the next page to fill map out what you have included on this worksheet*

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00AM							
7:00AM							
8:00AM							
9:00AM							
10:00AM							
11:00AM							
<b>NOON</b>							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							
9:00PM							
10:00PM							
11:00PM							
<b>MIDNIGHT</b>							
1:00AM							
2:00AM							
3:00AM							
4:00AM							
5:00AM							