

THINKING THROUGH YOUR WORK LOAD

Instructions: Listed below are some of the activities to which you give time each week. Think about each one carefully and figure out how much time you need to spend on each item **per week**. There are additional lines for any other activities that take your time each week. After you have totaled up all the items you can think of, see how much "free" time you have. See if you can remember what you did with that amount of time last week.

1.	Getting ready in the morning	_____	hours
2.	Travel		
	To and from school	_____	hours
	To and from work	_____	hours
3.	Regularly scheduled class time	_____	hours
4.	Time for study--preparation	_____	hours
5.	Time for study--review	_____	hours
6.	Meetings with classmates, professors, etc.	_____	hours
7.	Hours for non-academic work		
	On campus employment	_____	hours
	Off campus employment	_____	hours
8.	Time for meals	_____	hours
9.	Exercise	_____	hours
10.	Planned recreation – movies, etc.	_____	hours
11.	Social activities, responsibilities	_____	hours
12.	Responsibilities at home	_____	hours
13.	Sleep	_____	hours
14.	Other:	_____	hours
15.	Other:	_____	hours
16.	Other:	_____	hours
	Total	_____	hours
	Number of hours in a week	_____	hours
	Subtract total number of hours above	_____	hours
	Total free hours	_____	hours