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

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