Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Honors World Studies II Date: \_\_\_\_\_\_\_\_\_\_\_\_

Unit 1 – Renaissance and Reformation

Planning Your 168-Hour Work Week

You know first-hand that being a student can often be a juggling act. In order to keep up with all your responsibilities and be a successful student you must develop a successful time management plan.

How will you be able to fit it all in and maintain a healthy lifestyle? There are 168 hours in every week (24 x 7). To effectively plan where and when you spend your time you must estimate the number of hours per week that you will dedicate (on average) to specific activities. Fill in the number of hours for each activity listed below and add them together to get a total.

56

Sleep ( 8 hours per night x 7 ) \* \_\_\_\_\_\_ Hours

Meals ( \_\_\_\_\_\_ hours per day x 7 ) + \_\_\_\_\_\_ Hours

School (including commute to/from school) ( = \_\_\_\_\_\_ hours per day x 5) + \_\_\_\_\_\_ Hours

Studying and Homework ( = \_\_\_\_\_\_ hours per day x 5) + \_\_\_\_\_\_ Hours

Personal Care (showers, grooming, etc.) ( \_\_\_\_\_\_ hours per day x 7 ) + \_\_\_\_\_\_ Hours

Work (including commute) + \_\_\_\_\_\_ Hours

Family and Friends Activities (hobbies, exercise, volunteer work, etc.) + \_\_\_\_\_\_ Hours

Extra Responsibilities (chores, obligations, etc.) + \_\_\_\_\_\_ Hours

Free Time + \_\_\_\_\_\_ Hours

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_ Hours

 TOTAL = \_\_\_\_\_\_ Hours

 168 – Total \_\_\_\_\_\_ = \_\_\_\_\_\_

 Hours Remaining

Is your total more than 168? If so, you’ll have to cut back - there simply aren’t enough hours available for you to do everything you want. Reassess the time you’ve set aside above and decide what you can reasonably reduce.

Is your total between 165 and 168? If so, you have a very busy schedule! Consider cutting back. This may not be a manageable schedule as you don’t have enough time for the unpredictability of life. Reassess the time you’ve set aside above and decide what you can reasonably reduce. If you can’t possibly cut back any more, continue on to make a detailed plan for your time.

Is your total less than 165? If so, congratulations! You have designed what should be manageable commitments of your time. The next step is to plan when you will accomplish all of your responsibilities.

Figuring out how many hours you spend on activities is the first step to getting organized. Next, use a tool (a planner, weekly schedule, monthly calendar, semester outline) to map out specifically when you will accomplish your commitments including deadlines, goals, reminders, fun events, etc.

Remember, establishing routines will eliminate extra time spent trying to figure out what to do next!

*\*required*