

## TIME MANAGEMENT WORKSHEET

Name: \_\_\_\_\_

<b>Restricted Time</b> (Time you do not control because of other responsibilities.)	<b>Hours Per Week</b>
Class time:	
PE or ROTC:	
Work:	
Special cases:	
Music ensemble:	
Athletics:	
Varsity sports:	
Club sports:	
<b>TOTAL:</b>	

(Use the general program information related to your intended college/major.) See Note 1 below.

**Subtract:** Total Hours Per Week: **168**  
 Total Restricted Time: - \_\_\_\_\_  
 Discretionary Time Available: =

<b>Discretionary Time</b> (Time that you control)	<b>Hours Per Week</b>
Study time:	
Personal Time:	
Travel (between classes);	
Grooming:	
Eating:	
Sleeping:	
Leisure Activities:	
Idle Leisure: (IM, video games, etc.)	
Social time:	
"Me" time:	
<b>TOTAL:</b>	

(2 - 3 hours per credit hour) See Note 2 below.

Note 1: Class hours = credit hours. If you have 1 or more labs, add an additional 2 hours for each lab.

Note 2: Study time is calculated on the basis of credit hours not actual time spent in class.