

168 Hour Week

Is there enough time in the day to accomplish everything you need to do? Often, we don't realize how much time sleeping, eating, and hanging out with friends take in our day-to-day schedule. Developing an accurate sense of how much time you spend on weekly activities can improve your time-management, goal setting, and success in life.

Example Time Assessment

| Activity | Time on each activity per day | # of days per week | Hours per week |
|---|-------------------------------|--------------------|-------------------|
| Sleeping (the amount of time you need to sleep to be functional during the day) | 7 hours | x 7 days | 49 hours |
| Attending Class | 3 hours | x 5 days | 15 hours |
| Work | 3 hours | x 5 days | 15 hours |
| Required Events (chapel, church, group meetings, etc.) | 1 hour | x 7 days | 7 hours |
| Meals | 3 hours | x 7 days | 21 hours |
| Personal Care (showering, getting ready, etc.) | 1 hour | x 7 days | 7 hours |
| Exercise and sports | 1.5 hours | x 5 days | 7.5 hours |
| Other commitments (Christian service, bible studies, music groups, etc.) | 1 hour | x 3 days | 3 hours |
| Laundry | 2 hours | x 1 day | 2 hours |
| Chores/Errands | 1 hour | x 3 days | 3 hours |
| Time with friends | 2 hours | x 5 days | 10 hours |
| Leisure (videogames, streaming, reading, hobbies, etc.) | 2 hours | x 3 days | 5 hours |
| TOTAL hours available in a week | | | 168 hours |
| TOTAL hours committed (add # of hours from the rightmost column) | | minus | 139.5 hours |
| Hours left for studying | | = | 28.5 hours |

Blank Time Assessment

| Activity | Time on each activity per day | # of days per week | Hours per week |
|---|-------------------------------|--------------------|------------------|
| Sleeping (the amount of time you need to sleep to be functional during the day) | | | |
| Attending Class | | | |
| Work | | | |
| Required Events (chapel, church, group meetings, etc.) | | | |
| Meals | | | |
| Personal Care (showering, getting ready, etc.) | | | |
| Exercise and sports | | | |
| Other commitments (Christian service, bible studies, music groups, etc.) | | | |
| Laundry | | | |
| Chores/Errands | | | |
| Time with friends | | | |
| Leisure (videogames, streaming, reading, hobbies, etc.) | | | |
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| TOTAL hours available in a week | | | 168 hours |
| TOTAL hours committed (add # of hours from the rightmost column) | | minus | |
| Hours left for studying | | = | |