

## Where Does Time Go?

It may seem like there aren't enough hours in the week to get everything done. That may be true or it may be that you are not using your time as efficiently as possible. To assess where your time goes, complete the inventory below. Be as honest with yourself as you can. Some of the items are done every day so those will need to be multiplied by 7 to arrive at a weekly total. One item may be done any number of times a week so you'll need to multiply that one by the number of times each week you do it. After you have responded to all the questions, you'll have an opportunity to see how many hours remain during the week for studying.

1. On the average, how many hours do you sleep in each 24 hour period, including those afternoon naps? \_\_\_\_\_ x 7 = \_\_\_\_\_ hrs / wk

2. On the average, how many hours a day do you engage in grooming activities? \_\_\_\_\_ x 7 = \_\_\_\_\_ hrs / wk

3. On the average, how many hours a day do you spend on meals, including preparation and clean-up time? \_\_\_\_\_ x 7 = \_\_\_\_\_ hrs / wk

4. How much time do you spend commuting to and from campus and how many times do you do this during a week? Include the amount of time it takes to park and walk from your car or the bus stop to class.  
\_\_\_\_\_ hrs / wk x \_\_\_\_\_ times / wk = \_\_\_\_\_ hrs / wk

5. On the average, how many hours a day do you spend doing errands? \_\_\_\_\_ x 7 = \_\_\_\_\_ hrs / wk

6. On the average, how many hours do you spend each week doing co-curricular activities (student organizations, working out, church, etc.)? \_\_\_\_\_ hrs / wk

7. On the average, how many hours a week do you work at a job? \_\_\_\_\_ hrs / wk

8. How many hours do you spend in class each week? \_\_\_\_\_ hrs / wk

9. On the average, how many hours per week do you spend with friends, going out, watching TV, helping your children, etc? \_\_\_\_\_ hrs / wk

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Add to compute the number of hours you are spending each week engaged in daily living activities and school activities.

GRAND TOTAL = \_\_\_\_\_ hrs / wk

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## What Do I Do Next?

There are 168 hours in a week. Find out how many hours remain for studying, since this is not one of the activities included above.

$$\begin{array}{r} 168 \text{ hours in a week} \\ - \text{ GRAND TOTAL} \\ \hline = \text{ hours available for studying} \end{array}$$

How many hours a week do I need for studying?

Most colleges recommend that students study at least two hours outside of class for every hour spent in class, although some recommend even more. Many students are taking 15 hours per semester, which probably means spending about 15 hours a week in class. Therefore, studying at least 30 hours a week outside of classes would be recommended. Combining the 15 hours a week in class and the 30 study hours outside of class, many students will need to plan to spend about 45 hours a week on school.

My assessment indicates that I don't have 30 hours a week to study, but I need to study this much to make the grades I want to make.

- Can you reduce the amount of time spent on other activities?
- If you were going to reduce these hours, what would you have to do to make this change in your schedule?
- Can you eliminate one or more activities from your schedule? What could you eliminate?
- Effective use of the time available can be an important variable!