

TIME AUDIT - BUILDING A SCHEDULE

Name _____

1. Compute your total time obligation* as a student - - class time and study time.

Method (works for most courses):

Allow a minimum of 2 hours study time outside class for each hour in class.

Class time = # credit hours = _____

Study time = # credit hours X 2 = _____

* A full time student enrolls in four courses or 12 credit hours.

This requires 12 hours class time and a minimum of 24 hours study time each week –
- a total time commitment of at least 36 hours.

2. Complete the table to help you budget your time.

Decide approximately how much time you should allot to each activity.

Complete the Hours Weekly column in the chart.

Your weekly total should not be more than $7 \times 24 = 168$ hours.

| Activity | Hours Weekly |
|---|--------------|
| Sleeping | |
| Eating | |
| Personal/Household Chores | |
| Family/Childcare | |
| School (hours in class/lab/learning center) | |
| Work | |
| Commuting | |
| Study Time (typically = #credit hours X 2) | |
| Errands/Appointments | |
| Leisure/Recreation | |
| | |
| Total | |

3. Fill in the weekly schedule grid. Use pencil. Changes may be necessary.

- ◆ Write in all fixed commitments such as school, work, commuting, child care.
- ◆ Include the amount of study time you computed above.
- ◆ Whenever possible, select high energy times for demanding tasks and low energy times for easy or routine activities.
- ◆ Continue until you have included all activities on your list.

Any free space is flexible time - it can be used for school, family or personal time!

If you run out of hours in the week before you complete your list, your expectations of yourself may be unrealistic. Rethink your priorities!