

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. Some of the items are done every day so those will need to be multiplied by 7 to arrive at the 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. Example: If you spend 3 hours a day eating, 7 days a week, then 21 hours of your week are devoted to eating.

DAILY ACTIVITIES			
On the average, how many hours per day do you...	# of hours per day	# of days per week doing this activity	# Days x Hours per day= Total # Hours per Week
Sleep in each 24-hour period, including naps?			
Spend "getting ready"/ on personal grooming?			
Spend eating (including preparation and clean-up)?			
Spend walking to and from class (including parking your car, riding the bus, etc)?			
Spend doing errands?			
WEEKLY ACTIVITIES			
On the average, how many hours per week do you...			Total # of hours per week
Participate in co-curricular activities (student organizations, church, working out, etc.)?			
Work at a job?			
Spend in class?			
Spend with friends, going out, watching TV, going to parties, etc.?			
Total the hours in the "Total # of hours per week" column (daily and weekly)			
There are 168 hours in a week. Subtract the above total from 168. The hours remaining are what you have left for studying, since this is not one of the activities included above.			

Adapted from Cook Counseling Center, Virginia Tech. <http://www.ucc.vt.edu/stdysk/TMInteractive.html>