

Time Management Task Breakdown

Estimate the number of hours you spend on each task.

Number of hours of sleep each night _____ x 7 = _____

Number of hours spent personal care _____ x 7 = _____

Number of hours for meals/snacks
(including preparation/clean up time) _____ x 7 = _____

Travel time to and from campus _____ x = _____

Number of hours per day of errands, etc. _____ x 7 = _____

Number of hours of class per week _____ x = _____

Number of hours of work per week _____ x = _____

Number of hours per week with friends/family
(going out, hanging out) _____ x = _____

Number of hours of TV, computer, social media per week _____ x = _____

Total = _____

168 hours in a week

168 hours - _____ Total from above = _____ hours to study

These estimations allow you to calculate the approximate amount of time you have to study during the week. Do you ever ask yourself how many hours per week should I study for each class? Follow the key to determine an estimate of the amount of hours you should be spending each week on each of your classes.

How difficult is your class?

Low Difficulty = 2 hours per week

Average Difficulty = 4 hours per week

High Difficulty = 6 hours per week

Class	Difficulty	Study Hours per Week