

168 Hour Week

Do you find yourself wishing that there were more hours in a day? How often do you look at another looming deadline and think that you're a bad time manager? You are not alone! We often forget that sleeping, eating, bathing, jobs, doing laundry or simply visiting with friends take up a lot of time. Developing an accurate sense of how much time you spend on activities can improve your time management, goal setting, and scheduling.

Example time assessment

Activity	Time on activity per day/course	# of days per week	Hours per week
Sleeping. (You should put the number that you need to be functional and alert the next day.)	7 hours	x 7 days	49 hours
Personal care (showering and grooming)	45 mins	x 6 days	5 hours
Eating (include time for preparation and clean-up)	1.5 hours	x 7 days	10 hours
Travel time to and from university (including walking time to and from car/bus to classroom/study place)	1 hour	x 5 days	5 hours
Travel time to and from work	30 mins	x 4 days	2 hours
Classes (3 credit course = 3 hours/wk. If there is a lab add 3 hours per lab/week)	3 hours	x 3 courses x 2 labs	21 hours
Work			15 hours
Errands/cleaning/laundry/grocery shopping/paying bills/banking			6 hours
Other commitments (i.e. volunteering, faith activities)			3 hours
Exercise & sports (include travel time, visiting with team mates post-game, changing, showering, etc.)	2 hours	x 4 days	8 hours
Time spent with family/partner/kids (This could be a weekly date with a partner, time spent taking your kids to activities or helping them with homework, or it could be a weekly extended family get together)			3 hours
Leisure and social time or other activities that don't fit above (visiting with friends, going to a movie, playing computer games, Facebook, Reddit, watching TV/You Tube)			10 hours
TOTAL hours available in a week			168 hours
TOTAL hours committed (add # of hours in the last column – 168 hours)		minus	137 hours
Hours left for studying		=	31 hours

The remaining 31 hours is a decent amount of study time per week but be aware that time disappears quickly when visiting with friends, checking up on Facebook, or gaming, so paying attention to how much time you spend on those activities and making and following a plan is essential.

Blank time assessment

Activity	Time on activity per day	# of days per week	Hours per week
Sleeping. (You should put the number that you need to be functional and alert the next day.)		x	
Personal care (showering and grooming)		x	
Eating (preparation and clean-up)		x	
Travel time to and from university (including walking time to and from car/bus to classroom/study place)		x	
Travel time to and from work		x	
Classes (3 hours per every credit + lab time)			
Work (if your work schedule is consistent, then put the total number in the final column and ignore the # of days column)		x	
Errands/cleaning/laundry (total for week)			
Other commitments (volunteering, faith activities) A total for the week will work here, particularly if hours committed are irregular.		x	
Exercise & sports (include travel time, visiting with team mates post-game, changing, showering, etc.)		x	
Time spent with friends/family/partner/kids			
Leisure and social time			
TOTAL hours available in a week			168 hours
TOTAL hours committed (add # of hours in the last column – 168 hours)		minus	
Hours left for studying		=	

Note: If you have less than 20 hours a week available for studying, you will need to reevaluate your schedule. What are the essential activities you need to participate in (i.e. work, exercise, going to mosque) and what are those that can be put aside or reduced during the school year?