**Where does my time go?**

Most faculty members assume that you will spend a minimum of two hours outside of class for every hour spent in class (see tip below). On a weekly basis, you may need to spend more or less time studying depending on the class and your background in that subject.

Fill in your 168-hr Time Log with all weekly commitments, considering the categories below. When your log is complete, fill in the blanks to find out how much time you really have.

# **My 168-Hr**

|  |  |
| --- | --- |
| **Category** | **Hours Spent** |
| Hours spent preparing for bed and sleeping |  |
| Hours spent preparing meals and eating |  |
| Hours spent on cleaning (laundry, cleaning your dorm/apartment, etc.) |  |
| Hours spent exercising (include warm-up and clean-up) |  |
| Hours spent in class |  |
| Hours spent studying (individually, study group, Supplemental Instruction, etc.) |  |
| Hours spent at work per week |  |
| Hours spent participating in campus activities (clubs, Greek Life, athletic events, etc.) |  |
| Hours spent with friends |  |
| Other commitments |  |

After taking a closer look at how you spend your time, examine how you **want**to spend your time. Consider things you must do and what is most important to you. The time spend on these activities should be your priority and, if you have more activities during the week than time available, reduce or eliminate those that are not required or are not as important to you.