

## WHERE DOES THE TIME GO?

It may seem like there just are not enough hours in the week to get everything done. 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 a weekly total. One item may be done any number of times a week, so you'll need to multiply that by the number of times each week you complete the task. This activity will allow you to see how many hours remain during the week for studying. **For instructions on how to fill out this toolkit, refer to the back page.**

Task/Activity		Number of Hours Per Day	Multiply	Number of Days Per Week	Number of Hours Per Week
<b>Sleeping</b>	On average, how many hours do you sleep in a 24- hour period? Include those afternoon naps.		X	7	
<b>Grooming</b>	On average, how many hours a day do you engage in grooming activities?		X	7	
<b>Meals/Meal Preparation</b>	On average, how many hours a day do you spend on meals, including preparation and clean-up time?		X	7	
<b>Errands</b>	On average, how many hours a day do you spend completing errands (grocery shopping, dropping siblings off, etc.)?		X	5	
<b>Co-curricular</b>	On average, how many hours do you spend each week doing co-curricular activities (student organizations, working out, church, etc.)?				
<b>Working</b>	On average, how many hours a week do you work at a job?				
<b>Attending Classes</b>	How many hours do you spend in class each week?				
<b>Social Activities</b>	On average, how many hours per week do you spend with friends, going out, on social media, watching TV, going to parties, etc.?				
<b>Add all numbers</b> from the Number of Hours Per Week column to compute the number of hours you are spending each week engaged in daily living and school activities.					
There are 168 hours in a week. <b>Subtract your total from 168</b> to find the number of hours remaining for <b>studying</b> .					

Adapted from <http://www.ucc.vt.edu/lynch/TMAssessment.html>

If we multiply **24 hours a day X 7 days in a week**, the product is 168 hours. **168 Hours**  
 Beginning with your 168 hours, we will now take away time for daily activities.

<b>Sleep</b>	Attempt to get 8 hours of sleep per night. Take away 56 hours a week.	-56 hours
<b>Meals</b>	Let's approximate an hour per meal each day to enjoy well-balanced and relaxing meals.	-20 hours
<b>Classes</b>	How many units are you enrolled in? We will assume enrollment in 15 units, so we must also subtract 15 hours you spend in class each week.	-15 hours
<b>Studying</b>	It is recommended to study using the <b>2:1 ratio</b> . That means for every hour you spend in class; you should spend two hours studying. If you spend 15 hours a week in classes, then you should ideally spend 30 hours studying.	-30 hours
<b>Personal Time</b>	This combines showers, laundry, and other personal activities that would equal about an hour a day.	-7 hours
<i>After allowing generous amounts of time for sleep, meals, classes, studying and personal time, you have forty hours remaining.</i>		<b>40 hours</b>

**What can you do with those remaining 40 hours? Start by structuring your time into BIG CHUNKS and LITTLE BITS.**

Big Chunks of time include:

- Time spent in class, studying, attending tutoring, an Academic Success Workshop, etc.
- Time spent working
- Volunteering or extracurricular activities

Little Bits of time are smaller portions of your day, such as time traveling to/from school, or:

- **In 5 minutes, I could:** check and update my "to-do" list or planner, empty the garbage, or water my plants.
- **In 10-15 minutes, I could:** get supplies for a project organized, review my study cards, sort my laundry, straighten my desk, or make a phone call to family/friend.
- **In 20-30 minutes, I could:** complete a reading worksheet for the next chapter in one of my classes, review my notes, or read something for relaxation or meditation.

### Recommended Apps

Tracking Time: Visualize time differently

**TRACKINGTIME**

Toggle Track: Track your time and stay accountable

**toggl track**

Rescue Time: Help reduce distractions

 **RescueTime**