

# 168 HOUR WEEK: Worksheet for Time

## Distribution

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

**INSTRUCTIONS:** In the first column from the left, estimate (in hours) the time per week that you think you currently spend doing each activity. After tracking your week with the Seven Day Weekly Planner handout, fill in the second column with actual time spent on each of the various activities listed below.

Activity	Estimate	Actual
<b>Attending class</b>		
<b>At work</b>		
<b>Commuting</b>		
<b>On family responsibilities</b> (e.g. spouse/ partner, children, parents, etc.)		
<b>On household responsibilities</b> (e.g. cleaning, shopping, errands, etc.)		
<b>Preparing meals and eating</b>		
<b>On physical fitness and/ or mental health</b>		
<b>Doing extracurricular activities</b> (e.g. religion, clubs, hobbies, etc.)		
<b>On personal hygiene</b> (e.g. bathing, hair-care, etc.)		
<b>Sleeping</b>		
<b>Add up all of the above, to find your total time:</b>		
<b>Subtract your total from 168 to calculate your remaining hours for the week:</b> (i.e. = 168 hours – <i>total hours</i> ).		

The final amount (total hours subtracted from 168 hours) is the time you have left to do all the other things you would like to do during the week.

- How much time do you have remaining for **studying**?
- How much time do you have remaining for **relaxing/ managing stress**?
- How much time do you have remaining with **family and/ or friends**?