

168 Hour Week

Do you find yourself needing more hours in a day? It's easy to forget that sleeping, eating, bathing, doing laundry, working, and most importantly going to school and studying, all take up a lot of time!

Getting an accurate sense of how much time you spend on those activities makes goal-setting, making a to-do list, and creating a useful (and successful) academic plan easier.

Enter the estimated time you spend on each of the following activities:

Sleeping	_____ hrs/day	x 7 days =	_____ hrs/week
Personal (showers, hair, etc.)	_____ hrs/day	x 7 days =	_____ hrs/week
Eating (including prep & clean-up)	_____ hrs/day	x 7 days =	_____ hrs/week
Travel to/from U of M	_____ hrs/week		
Travel to/from work	_____ hrs/week		
Work	_____ hrs/week		
Activities (volunteering, clubs, etc.)	_____ hrs/week		
Exercise/Sports	_____ hrs/week		
Leisure Time (TV, internet, etc.)	_____ hrs/week		
Errands/Housework/Laundry/etc.	_____ hrs/week		
Friends/Partner/Kids	_____ hrs/week		
Classes and Labs	_____ hrs/week		
<small>Each course you take requires 3 hours of class time per week, plus any lab time scheduled; i.e. 4 courses: 4 x 3 hrs = 12 hrs per week of class attendance.</small>			
Study Time	_____ hrs/week		
<small>You are advised to follow the 2:1 study rule; this means that for every hour you are in class you need to spend 2 hours of studying, i.e. 12 hrs per week in class x 2 hours = 24 hours of study time.</small>			
Total # of Hours spent on activities	_____		
Number of Hours in a Week (24 hrs x 7 days)			168 hours/week
Less Total # of Hours spent on activities	- _____		
TOTAL	_____		hours/week

If you ended up with a negative number, you have run out of time in the week! Which activities can you cut back on? Are you sacrificing study time for other activities?

If you have extra time, use it wisely. Time can be easily wasted when you think you have a lot of it.

For time management help, visit: Academic Learning Centre, 201 Tier Building

and/or

University 1 First Year Centre Advisor, 205 Tier Building