

Time Management Calculator

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[Www.bit.ly/UNESASC](http://www.bit.ly/UNESASC)

Student
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Center

This is a great tool to use as you begin to reflect on how your time is divided each day and each week. Decide how you may want to make changes. Work with a Learning Specialist to develop a plan, and stick to it!

How many hours do you...?

Daily?

Weekly Total

Sleep (include naps)	_____	X 7 =	_____
Spend in classroom or lab	_____	X 7 =	_____
Study/homework	_____	X 7 =	_____
Relax, chill, hang out	_____	X 7 =	_____
Fun on the computer	_____	X 7 =	_____
Talk/text message	_____	X 7 =	_____
Work at a job	_____	X 7 =	_____
Walk/drive commute	_____	X 7 =	_____
Participate in extracurricular activities	_____	X 7 =	_____
Exercise or work out	_____	X 7 =	_____
Play or practice a sport	_____	X 7 =	_____
Prepare and eat meals	_____	X 7 =	_____
Family commitments	_____	X 7 =	_____
Personal needs/grooming	_____	X 7 =	_____
Watch Television	_____	X 7 =	_____
Listen to music	_____	X 7 =	_____
Other?	_____	X 7 =	_____
Other?	_____	X 7 =	_____

Total Hours =

Now, how many hours are there in a week? (Hint: 24x7) If your total hours exceed 168, you will benefit from learning new time management techniques.