

Time Management

How do you spend your time? It may seem like there are not enough hours in the day to get everything done. That may be true, or it may be that you are not using your time as efficiently as you could.

We all need to ask ourselves, how much time do we spend on a task or activity? Is there a way we can better use our time and multi-task?

To assess where your time goes, complete the Estimated Hours Spent column below. Later, come back to this exercise and fill in the Actual Hours Spent Column. Be as honest with yourself as you can.

Remember, we only have 168 hours in a week!

Daily Activities	Estimated Hours Spent	Actual Hours Spent
Sleeping (recommend 7 - 8 hrs per night)		
Personal care/grooming		
Meal prep/cooking/eating/clean-up		
Family commitments		
Socializing/Entertainment (with friends)		
Relaxing/TV/Video games, etc (alone)		
Exercise/sports (recommend 1 hr for 3 days)		
Transportation (school, work, etc)		
Work/Internship		
Class (1 contact hr = 1 hr of class in a week)		
Studying (1 contact hr = 2 hrs of studying)		
Other		
<i>Hours left in your day</i>		

Are you spending more time than you have allotted for your task? Can you reduce the amount of time spent on other activities? If you were going to reduce these hours, what would you have to do to make this change in your schedule? Is there anything you can eliminate?

Time is hard to manage when you have so many commitments, but knowing how you can better manage your time will help you prepare for each day. Sometimes multi-tasking is necessary to get everything in you need to. For example, you could prep-dinner in a crockpot, put a load of wash in, go work out and study while working out. After you come back from working out, throw the load of wash in the dryer, study while eating dinner and clean up. Go get that laundry after dinner and fold it/put it away. In one hour, you are cooking food, getting laundry washed, exercising and studying. The next hour you are drying your laundry, eating food, studying and cleaning up.

You got this!