

Mapping Your Time

168 is the immutable, unchanging reality of time as we keep it. Presidents and queens, the rich and famous, business executives, the poor and downtrodden, each and every one of us live with the reality that no matter way, there are never more than 168 hours in a week.

Understanding how you are currently spending your time is the first step in effectively utilizing this non-renewable resource.

Step One: List the amount of time you spend per week on each activity (arrive at a daily average and multiply by 7; account for weekend differences)

- 1) Class time (# of hours in class each week) _____
- 2) Job/Work _____
- 3) Socializing (hanging out, scrolling socials, dating, etc.) _____
- 4) Commuting/Transportation time _____
- 5) Athletics/Exercise _____
- 6) Extracurricular Activities _____
- 7) Family Responsibilities (cooking, cleaning, groceries, etc.) _____
- 8) Sleeping _____
- 9) Eating _____
- 10) Personal Hygiene (bathing, hair, makeup, etc.) _____
- 11) Other _____

Step Two: Add together 1-11 _____

Step Three: Subtract your subtotal from 168 for a total _____

Step Four: Divide by 7. This is the average number of hours per day you have left for studying and free time _____

If the number in your TOTAL line is negative, you have committed more time than there is in a week. If you have time left over, ask yourself what choices there are for your extra or free time. Do you have time for more sleep? What about joining a club on campus or volunteering?