

TIME MANAGEMENT WORKSHEET

Estimate the time you spend engaged in these activities during a typical 7-day week



SCHOOL

TOTAL WEEKLY HOURS: _____

In class time (e.g., 5 days x 7 hours = 35 hours)	
Homework: Subject 1*	
Homework: Subject 2	
Homework: Subject 3	
Homework: Subject 4	
Homework: Subject 5	
Homework: Subject 6	
Homework: Subject 7	



EXTRACURRICULARS

TOTAL WEEKLY HOURS: _____

Paid job	
Community Service	
Sports	
Visual & Performing Art	
Non-school assigned homework (e.g., SAT prep)	



UNSTRUCTURED TIME

TOTAL WEEKLY HOURS: _____

Playtime, Downtime, Family Time	
Necessities (e.g., grooming, eating, transportation)	
Chores	



SLEEP

TOTAL WEEKLY HOURS: 63

Weekday sleep (8-10 hrs/night, says American Academy of Pediatrics)	45 hrs
Weekend sleep	18 hrs

<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	+	<input type="text" value="63"/>	=	<input type="text"/>	**
School Total		Extracurriculars Total		Unstructured Time Total		Sleep Total		Your Weekly Total	

* Ask your teachers to estimate the maximum nightly homework

** 1 week = 168 hours