

Time Management & Planning Worksheet

School Activities	Average Hours/ Week
School (5 days x 7 hours)	35
<i>Course Title</i>	
English:	
Social Studies:	
Math:	
Science:	
Language:	
PE:	
Elective:	
Elective:	
Total Hours:	

Extracurricular Activities	Average Hours/ Week
Clubs	
Sports	
Music / Performances	
Community Service	
Hobbies / Interests	
Paid Job	
Total Hours:	

Daily Living Activities	Average Hours/ Week
Sleep (7 days x 8 hours)	
Necessities (eating, showering, chores, etc.)	
Family Time	
Traveling to and from school/activities	
Free Time (friends, TV, phone, Internet, video games, etc.)	
Total Hours:	

Total Hours:	Available Hours/Week
School Hours =	
Extra-Curricular Hours =	
Daily Living Hours =	
Your total hours: _____ vs.	Maximum Hours (should be no more than) 168