Time Management Worksheet

Name: _____ Class of: _____ Counselor: _____

Use the time management worksheet to help you determine how to balance your academic and extracurricular commitments. Adjust your plans so that your commitments do not exceed the number of hours in a week. Remember that you should be reserving nine hours of sleep per day. Your actual times will vary from these estimates and mid-year you should revisit this worksheet so your personal, future estimates are more accurate.

A. *School Work Next Academic Year*	*Average Hours/Week* *Spent on daily homework, projects and studying*
In school for 5 days x 7 hours/day	35
English	
Math	
Science	
Social Science	
Modern Language	
Visual and Performing Arts	
Physical Education	
Religious Studies	
Elective:	
Elective:	
Total School Work Hours	

B. *Extracurricular Activities* *School and Community				*Average Hours/Week*
Sports	*Fall*	*Winter*	*Spring*	
Non-School Sports *Club Teams*	*Fall*	*Winter*	*Spring*	
Performing Arts				
Club/School-related Activity				
Club/School-related Activity				
Club/School-related Activity				
Community Service				
Hobbies/Interests				

Time Management Worksheet (continued)

Extracurricular Activities School and Community	Average Hours/Week
Paid Job	
College Counseling/Applications	
Total Extracurricular Hours	

C.

Daily Living Activities	Average Hours/Week
Sleep (7 days x 9 hours/day)	63
Self-care (physical and emotional well-being) *Eating, hygiene, exercising, breaks/recharging; minimum 2 hours/day*	14
Family Time (discuss with your family)	
Free Time and Fun *Reading, playing with pets, art, hobbies, journaling, social media, internet, TV, games, etc.; minimum 1 hour/day*	10+
Travel Time *To/from school, practices, activities, etc.*	
Faith/Religious/Spiritual Activities	
Unstructured weekend time *We recommend setting aside a minimum of 10 hours.*	10+
Total Daily Living Hours	

D.

24 hours x 7 days = 168 hours/week

	Total Hours/Week
Total School Work Hours	
Total Extracurricular Hours	
Total Daily Living Hours	
Your Total Hours	



Time Management: Data on Academics, Activities and Athletics

Academic Coursework (Homework for each course)

- Non-honors courses: Average 30-45 minutes of homework per class period
- Honors and AP courses: Average 45-60 minutes of homework per class period; please note that some AP, honors and math classes will require more than an hour of homework per class period. In particular, Honors Precalculus, Calculus, AP Calculus AB, AP Calculus BC and AP Chemistry are courses that have higher than average homework expectations. For more specific information about Honors and AP classes please check with the chair of that department.
- Students often need more time to study for exams. Leave extra time for studying in addition to daily homework.

Activity & Athletics

Program	Avg. Hours/ Week	Additional Notes	Program Director
Advisory Representative	2	Advisory Reps are expected to attend one Student Council meeting per month during collaboration and meet with their Class level moderator as needed to prepare to lead Advisory.	Suzanne Colvin scolvin@presentationhs.org
Affinity Groups	<1	Monthly meeting and group activities as outlined.	Rita Jajjo rjajjo@presentationhs.org
Athletics	10-15	Hours vary based upon level of sport. Varsity seasons extend longer due to additional games and league/section playoffs.	Mike West mwest@presentationhs.org
Choir	10-15	Hours listed are associated with scheduled rehearsals, practice, performances, and adjudications.	Camille Cintas ccintas@presentationhs.org
Dance Company *and* ***Dance Team (Varsity/JV)***	3 10-15	Hours based upon weekly class time and minimal performances. Hours vary based upon time of year. Competition season from January-March. Dance Team is a year-round commitment, including summer.	Sara Fugate sfugate@presentationhs.org
Folklórico	3-5	Hours based on weekly practices and frequent performances.	Natalie Del Real ndelreal@presentationhs.org
Jazba	4-6	Weekend practice.	Sara Fugate sfugate@presentationhs.org
DEEDS Program	1-2	Hours depend on contract with faculty/staff member on internship. Members required to attend monthly workshops and complete capstone project.	Neal Gutierrez ngutierrez@presentationhs.org
PAC ***Presentation Ambassadors Club***	1-3	Hours vary based upon admissions events. Members are required to participate in multiple events throughout the year.	Alyssa Repetti arepetti@presentationhs.org

Program	*Avg. Hours/ Week*	*Additional Notes*	*Program Director*
Peer Ministry	1.5-3	Hours based upon involvement in Peer Ministryvs. the leadership Core Team	Lisa Brunolli lbrunolli@presentationhs.org
Robotics	5-20	Hours vary based upon level of commitment, year-round involvement, and work during build/competitive season. Off-season/training is September-October and Build/competitive season is January-March.	Jeff Mullins jmullins@presentationhs.org
Service & Immersion	1-3	Hours vary based upon level of commitments and leadership positions in Community Involvement. Extended hours beyond this are tied to participation in service and plunges/immersion trips which are elective and not required for membership in CI.	Stephanie Neustadter sneustadter@presentationhs.org
Speech & Debate	2-15	Hours vary based upon membership: • Club: 2–5 hours/week • Team: 4–15 hours/week Tournaments exist year-round but the qualifying season for State/Nationals tournaments is in late Winter/Spring. Local, regional, national travel opportunities based upon membership.	Jyleesa Hampton jhampton@presentationhs.org
Student Clubs	<1	Monthly meeting and club activities as outlined.	Suzanne Colvin scolvin@presentationhs.org
Student Council ***ASB Officer and Class Level Officer***	8-10 hours for ASB officers 3-4 hours for class level officer	All ASB officers and Class level Officers must enroll in the ASB/Student Council "0-Period" class (meets before school, three times per week). Weekly hours vary based upon pending events, ASB and Class Level officers are also required to attend monthly student council meetings during collaboration.	Suzanne Colvin scolvin@presentationhs.org
Theater ***Main Stage Productions***	3-25	Hours are tied to rehearsal and performance schedules and vary based upon part: • Fall Production: August - November • Winter Production: November - February • Spring Production: February - April	Catherine Brady cdbrady@presentationhs.org

