

168 Hour Week Planner

Do you ever feel like there simply are not enough hours in a day to complete all of your tasks? It's easy to forget that sleeping, eating, practicing good hygiene, doing laundry, working, and most importantly, going to class and studying, all take up a LOT of your time!

Getting an accurate sense of how much time you spend on those activities makes goal-setting, making a to-do list, and creating helpful and functional academic plan significantly easier.

Enter the estimated time you spend doing the on each of the following activities:

Sleeping	_____ hours/day X7 days = _____/week
Personal (showers, hair, etc.)	_____ hours/day X7 days = _____/week
Eating (including prep + clean-up)	_____ hours/day X7 days = _____/week
Travel to/from UWM	_____ hours/week
Travel to/from work	_____ hours/week
Activities (clubs, volunteering, etc.)	_____ hours/week
Exercise/Sports	_____ hours/week
Leisure Time (TV, phone, etc.)	_____ hours/week
Errands/Housework/Laundry	_____ hours/week
Friends/Partner/Kids	_____ hours/week
Classes (each credit ~1 hour/week; thus, 15 credits ~15 hours)	_____ hours/week
Studying (2:1 rule; 15 hours of class =30 hours of studying)	_____ hours/week
Total # of Hours Spent on Activities	_____
Number of Hours in a Week (24 hours X 7 days)	168 hours/week
Less Total # of Hours spent on activities	- _____
	TOTAL _____ hours/week

If you ended up with a negative number, you have run out of time in the week! Which activities can you cut back on? Are you sacrificing study time for other activities?

If you have extra time, use it wisely. Time can be easily wasted when you think you have a lot of it.

For time management help, come and visit us in the Student Success Center, Bolton 120!



Bolton Hall 120 – Library East Wing – Lubar N243
<https://uwm.edu/studentsuccess/>