Time Audit Worksheet

- **Do you have a balanced life?** *It is important to have an appropriate balance between work, social time, sleep, class attendance, study time, and other responsibilities.*
- **Where does your time go?** *Evaluating a typical week can help you efficiently manage your personal schedule.*
- **Does your schedule match your priorities?** The way you spend your time should reflect your priorities. This worksheet can help you monitor or adjust your time in various areas to match your priorities.

There are 168 hours in a week. **Estimate the number of hours that you spend each week on the following activities. Determine where your time is being spent.**

Total Hours in a week		**168**
Attending Class**	-	
Studying *	-	
Working**	-	
Sleeping	-	
Travel Time (to/from work & school)	-	
Meals	-	
Cleaning/Laundry	-	
Getting Ready	-	
Family Time	-	
Leisure Activities (tv, internet, friends)	-	
Volunteer/Campus Activities	-	
Other _____	-	
Other _____	-	
Other _____	-	
TOTAL Remaining Hours (Free Time)	=	

* Study time per week outside of class should be total credit hours X 2.

** 20 hrs work per week: 12-15 cr hrs

30 hrs work per week: 9 cr hrs

40 hrs work per week: 3-6 cr hrs

How can you modify your current schedule to better accommodate school time?

Use the Time Audit Worksheet on the previous page to fill in a typical weekly schedule below.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
6:00-6:30 am							
6:30-7:00 am							
7:00-7:30 am							
7:30-8:00 am							
8:00-8:30 am							
8:30-9:00 am							
9:00-9:30 am							
9:30-10:00 am							
10:00-10:30 am							
10:30-11:00 am							
11:00-11:30 am							
11:30-12:00							
12:00-12:30 pm							
12:30-1:00 pm							
1:00-1:30 pm							
1:30-2:00 pm							
2:00-2:30 pm							
2:30-3:00 pm							
3:00-3:30 pm							
3:30-4:00 pm							
4:00-4:30 pm							
4:30-5:00 pm							
5:00-5:30 pm							
5:30-6:00 pm							
6:00-6:30 pm							
6:30-7:00 pm							
7:00-7:30 pm							
7:30-8:00 pm							
8:00-8:30 pm							
8:30-9:00 pm							
9:00-9:30 pm							
9:30-10:00 pm							
10:00-10:30 pm							