

WORK	FAMILY
<ul style="list-style-type: none"> <li>❖ How many hours per week?</li> <li>❖ What kind of job?</li> <li>❖ What is a typical schedule? Flexible?</li> <li>❖ Are there opportunities to work on classwork?</li> </ul>	<ul style="list-style-type: none"> <li>❖ Do you take care of loved ones?</li> <li>❖ Do you have children?</li> <li>❖ How much time is required to adequately take care of everyone?</li> </ul>
SLEEP	SELF
<ul style="list-style-type: none"> <li>❖ How many hours of sleep do you require?</li> <li>❖ How many hours of sleep are you actually getting?</li> </ul>	<ul style="list-style-type: none"> <li>❖ Allocate time to de-brief some school, work, etc.</li> <li>❖ Entertainment/fun</li> <li>❖ Exercise</li> </ul>

STUDY TECHNIQUES
<ul style="list-style-type: none"> <li>❖ 1 Credit hour = 1 physical hour committed to class</li> <li>❖ 3 Credit hours = typical class</li> <li>❖ Suggested: 2 hours of study time per EACH class credit</li> </ul>

CLASS	CREDITS	STUDY TIME	COMMITMENT
HUM1020 <i>Intro to Humanities</i>	3	6	9

## TIME MANAGEMENT ASSESSMENT

Estimate how many hours a week you spend on each task and write it in the right-hand column.

*Maximum Hours: 24 hours per day/168 hours per week*

Activity		Hrs. Per Week
Education	Travel time to/from class	
	Regularly scheduled classes	
	Study/Review (2 hrs. per credit)	
	Library, special projects	
	Class preparation (homework)	
Work	Preparing for work	
	Travel time to/from work	
	Working	
	Winding down from work	
Personal	Dressing/personal grooming	
	Preparing meals and eating	
	Outside physical activity	
	Family time	
	Social activities	
	Personal activities	
	Sleep	
	Other activities	
	TOTAL HOURS USED:	
	Maximum Hours:	168
	(Subtract total hours used from maximum hours)	