

Time Management Worksheet

1. Record the Number of Hours/Week spent in ...

Webinar =	E-mail/Phone/Instagram/fb, etc. =
Projects =	Eating =
Walk break	Sleep =
Chores/Errands =	Self-Care/Getting Ready =
Social/Down time =	
Other=	

2. Subtract TOTAL number of hours from 168 = _____

3. How was the remainder spent? _____

4. Time Bandit Calculator (for every 10 minute timeframe used on the following, please enter a tally mark in the corresponding row.)

Instagram/Facebook/Twitter, etc.
Phone (Talking and Text Messaging)-
E-mail-
TV-
Video Games-
On-line Poker/Shopping-
Downloading Music-
Talking with Roommates/Suitemates/Floormates-
Websurfing without a purpose-

5. Answer the following questions:

Where is the majority of your time being spent? _____

Do the ratios (i.e. social vs. academic) seem appropriate? _____

Are you generally satisfied with how your time is being spent? _____

Are you able to get most things done by your stated timeline? _____

How much time is being spent on time bandits? _____

Are you reaching your goals (academic, social, professional, etc.)? _____

What would you like to change and why? _____

6. List three things you intend to work on in the next week:

a. _____

b. _____

c. _____