**168 Hours Worksheet**

This activity allows you to understand how you use your time each week. Everyone has the same amount of time, and knowing how you choose to use your time will give you the power to change your behaviors.

**Step 1.** List the amount of time per week for each activity. Use the timesheet you filled out this week, as well as your knowledge of how you spend your time to arrive at a daily average and multiply by 7. Don’t forget to account for weekend differences.

a. Class time (number of hours in class each week): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Sleeping (including naps) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Studying/homework \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Commuting/transportation time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. Athletics (sports/practice/working out) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. Extracurricular Activities (clubs, volunteering, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

g. Responsibilities (cleaning, shopping, laundry) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

h. Job/Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

i. Eating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

j. Self-care (showering/getting ready) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

k. Socializing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

l. TV/Social Media \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

m. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2.** Add together a-m for a subtotal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subtract your subtotal from 168 for a total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the number in your total line is negative, you have committed more time than there is in a week. You need to rework your time! If you have time left over, ask yourself what choices there are for your time. Do you have time for more sleep? Studying? Getting involved? Friends? etc.