

Are you trying to organize yourself and don't know where to begin? Do you feel like you just don't have enough time? Are you just wanting to be more aware of how you spend your days? If any of these ring true for you, this time assessment worksheet is a great place to begin.

Below you will find a list of activities with space to fill in how many hours per day and per week you are spending on each. You can think back over the last week for what you did, or you can use this to track your time in the week ahead. You can include specifics for each day of the week or you can use an average. Either way, be honest with yourself here.

<i>How much time are you spending...</i>	<i>Hours per day (out of 24)</i>	<i>Hours per week (out of 168)</i>
In class		
On class preparation (homework, reading, studying, office hours, tutoring, writing, etc.)		
At work		
Sleeping		
At meals		
In extracurriculars (organizations, volunteering, etc.)		
On your health/wellness (exercise, sports practice, in therapy, meditating, etc.)		
Having fun/hanging out with friends		
With family (in person, over the phone, virtual, etc.)		
On your device (actively texting, social media, playing games, etc.)		
Watching Netflix/Hulu/TV/other streaming services		
Commuting (driving, on the bus, biking, walking, etc.)		
Cleaning, doing laundry, cooking, etc.		
Other: _____		
Total:		

What do you think about how you are spending your time? Are you over-committed? Trying to do 25 hours of activities in 24 hours or 180 hours of activities in 168 hours? Do you have extra time? What do you want to change? What do you want to do less of? What do you want to add?