

Time Management – Hours Spent per 24 Hours

Find out how much time you have to study.

Fill in the amount of time spent each week (approximately) on the following activities:

| | Hours spent: |
|-------------------------|--------------|
| At university | _____ |
| Meals | _____ |
| Sleeping | _____ |
| Travelling | _____ |
| Housework | _____ |
| Socialising, sports etc | _____ |
| Relaxing | _____ |

Fill these in on a timetable for the week, such as the one on the following page:

You could also use an Excel worksheet or the calendar on your phone,

Time Management - Weekly Planner

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------|--------|---------|-----------|----------|--------|----------|--------|
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |
| 12 | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |
| 8pm | | | | | | | |
| 9pm | | | | | | | |
| 10pm | | | | | | | |
| 11pm | | | | | | | |

Using this sheet, work out the total number of hours you have left for personal study.

Hours for personal study: _____