

# Time Management Tool

FILL THIS OUT FOR YOUR BUSIEST SEMESTER

Daily Living Activities	Average Hours per Week
Sleep (7 days x 9 hours)	
Personal Necessities (eating, showering, etc.)	
Family Chores	
Family Time	
Free Time (friends, TV, phone, Internet, video games, etc.)	
<b>Total Daily Living Hours:</b>	

School Activities	Average Hours per Week
School (5 days x 7 hours)	35
<b>Homework</b> (See reverse side for homework time estimates)	
English	
Math	
Science	
Social Studies	
Language	
Elective	
Elective	
<b>Total School Hours:</b>	

Extra-Curricular Activities (As Applicable)	Average Hours per Week
Paid Job	
Hobbies / Interests	
Community Service	
Sports: School and Club	
Music / Dance / Performances	
Other	
<b>Total Extra-Curricular Hours:</b>	

Total Hours	Available Hours per Week
School Hours = _____	<b>Maximum Hours</b>  <b>168</b>
Extra-Curricular Hours = _____	
Daily Living Hours = _____	
Total Hours = _____	