

Time Management Tool
 FILL THIS OUT FOR YOUR BUSIEST SEMESTER

Daily Living Activities	Average Hours per Week
Sleep (7 days x 9 hours recommended)	
Personal Necessities (eating, showering, <i>etc.</i>)	
Family Chores	
Family Time	
Free Time (unstructured)	
Other	
Total Daily Living Hours:	

School Activities	Average Hours per Week
School (5 days x 6-7 hours is typical)	
Homework*	
English	
Math	
Science	
Social Studies	
Language	
Elective	
Elective	
Total School Hours:	

*Students may expect approximately 2 hours of focused, undistracted homework time per week, including the weekend, in a single class. Students enrolled in AP and Honors courses should expect greater workloads.

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

Total Hours	Available Hours per Week
School Hours = _____	Maximum Hours 168
Extra-Curricular Hours = _____	
Daily Living Hours = _____	
Total Hours = _____	