

Student Success Tools

Time Balance Worksheet

<u>Activity</u>	<u>Time Needed</u>
Credit Hours of Class	_____
Study Hours (2 x each credit hour)	_____
Sleep (7 days x 8 hours/night)	_____
Meals	_____
Work	_____
Scheduled Meetings	_____
Exercise	_____
Fun	_____
Commute/Walking Time	_____
Family/Phone Time	_____
Total # of Hours You Need	_____

Total # of Hours in a Week 168

How is your time usage? Are you balanced?
If you are under 168 hours/week, you have EXTRA TIME! Plan wisely.
If you are over 168 hours/week, you are OVER-COMMITTED.

