

## THINKING THROUGH YOUR WORK LOAD

**Instructions:** Listed below are a number of the activities to which you give time each week. Think about each one carefully and figure out how much time you need to spend on each item **per week**. There are additional lines for any other activities that take your time each week. After you have totaled up all the items you can think of, see how much “free” time you have. See if you can remember what you did with that amount of time last week.

1. Dress and breakfast \_\_\_\_\_hrs.
2. Travel  
    To and from school \_\_\_\_\_hrs.  
    To and from work \_\_\_\_\_ hrs.
3. Regularly scheduled class time \_\_\_\_\_ hrs.
4. Hours for outside employment \_\_\_\_\_hrs.
5. Time for study--preparation \_\_\_\_\_ hrs.
6. Time for study -- review \_\_\_\_\_ hrs.
7. Time for meals \_\_\_\_\_hrs.
8. Outside physical activity \_\_\_\_\_hrs.
9. Planned recreation -- movies, TV, etc. \_\_\_\_\_hrs.
10. Social activities, responsibilities \_\_\_\_\_hrs.
11. Home responsibilities \_\_\_\_\_hrs.
12. Sleep \_\_\_\_\_ hrs.
13. \_\_\_\_\_ hrs.
14. \_\_\_\_\_ hrs.
15. \_\_\_\_\_ hrs.
- Total \_\_\_\_\_ hrs.
- Number of hrs. in a week \_\_\_\_\_ hrs.

Subtract total number of hrs. above \_\_\_\_\_ hrs.

Total free hours \_\_\_\_\_ hrs.