

## **TIME SURVEY: How do you spend your time?**

**To determine how you allocate your time and also the number of hours per week that you have available for studying, follow the procedures below.**

**Most items ask you to estimate the number of hours per day in an activity and then multiply by 7 days. Those at the end ask you to estimate the time per week.**

1. Number of hours of sleep each night	_____ x 7 = _____
2. Number of hours for grooming each day	_____ x 7 = _____
3. Number of hours for breakfast, lunch, dinner and snacks each day. (Provide time for 3 meals each day even if you don't currently eat all meals)	_____ x 7 = _____
4. Total travel time each day. (Does this include weekends? If not, multiply by 5)	_____ x 7 = _____
5. Number of hours per week for regularly scheduled activities (clubs, worship, etc.)	_____
6. Number of hours per week for errands, laundry, shopping, etc.	_____
7. Number of hours of work per week	_____
8. Number of hours in class per week	_____
9. Number of hours per week used for social time	_____
	Total : _____

**There are 168 hours per week. After all of your activities (above), how much time do you have left for studying?**

$168 - \frac{\text{_____}}{\text{Total from above}} = \frac{\text{_____}}{\text{Total Time Available for Studying}}$
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**Do you need to reprioritize your time? Can you identify your "time-wasters"?**

## What are your time wasters?

Choose 10 items from the time waster list below. Rank your selected 10 items from 1 to 10 (1 being the greatest of your time wasters). There are 2 blank lines for you to add a time waster that applies to you that may not be listed.

After you have identified your top 10 time wasters, reflect on what you do that activity, and what you might be able to do about it.

✓	Time Waster	Rank	Why do I do this?	What can I do about it?
	Watching TV			
	Daydreaming			
	Phone/text messaging			
	Friends dropping by			
	Snacking			
	Computer/Video Games			
	Internet/Facebook/Skype			
	Drowsiness			
	Travel/Commute			
	Disorganized			
	Stopping before a task is complete			
	Unable to say No			
	Perfectionism			
	Miscommunication			
	Poor Planning			
	Unable to delegate (take on all tasks)			
	Over-committed			