

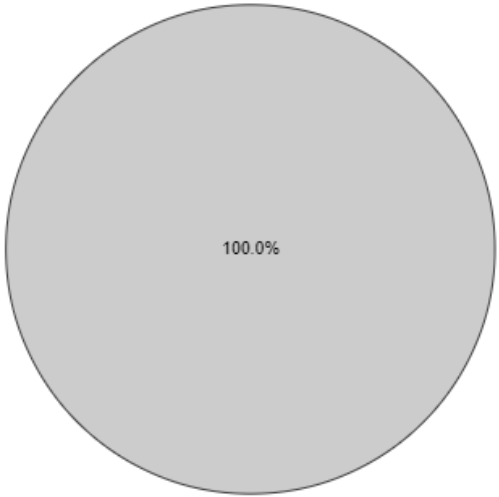
TIME MANAGEMENT CALCULATOR

What is a Time Management Calculator?

Sometimes we believe we do not have enough time to study for exams, participate in extracurricular activities, have jobs, and have a social life. This time calculator will help you understand how you are organizing your time throughout the week.

Once you have filled in the time management calculator, you can begin to reflect on how you spend your time and brainstorm small changes that can help you organize your time more efficiently.

Try it out [here!](#)

Time Management Calculator										
Hours Available Each Week - 168										
Activity Description	Time in Minutes							Minutes	Hours	Breakdown and Reflection
	Su	M	Tu	W	Th	F	Sa			
	Time Remaining for the Week							10080	168	<div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 10px;">● Hours Remaining</div>  </div>
Class								0	0.00	
Studying*								0	0.00	
Working								0	0.00	
Commuting								0	0.00	
Eating								0	0.00	
Sleeping**								0	0.00	
Personal Hygiene								0	0.00	
Exercise								0	0.00	
Student Organizations								0	0.00	
Recreation								0	0.00	
Self-Care								0	0.00	
Household Duties								0	0.00	
Screen Time								0	0.00	
Other:								0	0.00	
Other:								0	0.00	
Other:								0	0.00	
Other:								0	0.00	
Other:								0	0.00	
TOTALS	0	0	0	0	0	0	0	0	0	

* A rule of thumb regarding college studying is 2-3 hours for each hour of class
 ** College Aged students should aim to get 7-9 hours of sleep each night.

Reflection Questions:

1. What do you notice about where your time is spent each day/week?
2. What are some positive things you notice about how you spend your time?
3. What is an area you might be devoting too much time to? Not enough time to?
4. What areas could you shift your focus away from to allow more time for the things that need more time?
5. What actionable things can you do to make sure you make these time shifts?
6. If you completed this calculator each day this week, what would you hope to see?

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