

A Personal Time Survey

To begin managing your time you first need a clearer idea of how you now use your time. The Personal Time Survey will help you to estimate how much time you currently spend in typical activities. To get a more accurate estimate, you might keep track of how you spend your time for a week. This will help you get a better idea of how much time you need to prepare for each subject. It will also help you identify your time wasters. But for now complete the Personal Time Survey to get an estimate.

The following survey shows the amount of time you spend on various activities. When taking the survey, estimate the amount of time spent on each item. Once you have this amount, multiply it by seven. This will give you the total time spent on the activity in one week. After each item's weekly time has been calculated, add all these times for the grand total. Subtract this from 168, the total possible hours per week. Here We Go.

Questions	Your hours		Total
1. Number of hours of sleep each night		X 7	=
2. Number of grooming hours per day		X 7	=
3. Number of hours for meals/snacks per day and include preparation time		X 7	=
4a. Total travel time weekdays		X 5	=
4b. Total travel time weekends			=
5. Number of hours per week for regularly scheduled functions (clubs, church, get-togethers, etc.)			=
6. Number of hours per day for chores, errands, extra grooming, etc.		X 7	=
7. Number of hours of school per week			=
8. Number of average hours per week socializing, dates, etc.			=
ADD UP THE TOTALS			=
SUBTRACT THE ABOVE NUMBER FROM 168 (the number of possible hours in a week)			168 -
The remaining hours are the hours you have for studying/homework!			

The above survey is taken from www.gmu.edu/gmu/personal/time.html