



Personal Time Survey

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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 on typical activities. To get a more accurate estimate, you might keep track of how you spend your time for a week (see Activity/Time Log). 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 time wasters.

How many hours do you spend....

- | | | | |
|---|-------|-------|-------|
| 1. Sleeping each night? | _____ | x 7 = | _____ |
| 2. Getting yourself ready each morning? | _____ | x 7 = | _____ |
| 3. Preparing and eating meals and snack daily? | _____ | x 7 = | _____ |
| 4. Commuting each weekday? | _____ | x 5 = | _____ |
| 5. Commuting on weekend days? | _____ | x 2 = | _____ |
| 6. Completing chores, errands, etc. per week? | _____ | | _____ |
| 7. Number of hours per week on internet/gaming? | _____ | | _____ |
| 8. Working per week? | _____ | | _____ |
| 9. Attending class per week? | _____ | | _____ |
| 10. Socializing, hobbies, leisure, exercise, etc.? | _____ | | _____ |
| 11. Attending regularly scheduled events per week
(clubs, religious services, sport practice, etc.)? | _____ | | _____ |
| 12. Other _____ | _____ | | _____ |

TOTAL: _____

Subtract the total from 168 (# of hours per week) -168

Hours available to study _____

Study Hour Formula

To determine how many hours you need to study each week to get A's, use the following rule of thumb:

- **TWO** hours per hour in class for a less challenging course
- **THREE** hours per hour in class for an average class
- **FOUR** hours per hour in class for a challenging class

Figure out the time that you need to study by using the above formula for each course you are taking:

Easy class credit hours _____ x2 = _____
 Average class credit hours _____ x3 = _____
 Difficult class credit hours _____ x4 = _____
 Optimal study time TOTAL: _____

Hours available to study _____
 (minus) --
 Hours of optimal study time _____
 = _____

- ✓ Determine your priorities (attending class, homework, and test prep), adjust the hours you “spend” on each task to your preference and re-work your survey.
- ✓ This formula is a general guideline. Try it for a week, and make adjustments as needed.

****It is not only the QUANTITY of study time but it is also the QUALITY****