

168 HOUR WEEK: Worksheet for Time Distribution



INSTRUCTIONS: In the first column from the left, estimate (in hours) the time per week that you think you currently spend doing each activity. After tracking your week with the *Seven Day Weekly Planner* handout, fill in the second column with actual time spent on each of the various activities listed below.

ACTIVITY	ESTIMATE	ACTUAL
Attending class		
At work		
Commuting		
On family responsibilities (e.g. spouse/ partner, children, parents, etc.)		
On household responsibilities (e.g. cleaning, shopping, errands, etc.)		
Preparing meals and eating		
On physical fitness and/ or mental health		
Doing extracurricular activities (e.g. religion, clubs, hobbies, etc.)		
On personal hygiene (e.g. bathing, hair-care, etc.)		
Sleeping		
Add up all of the above, to find your total time:		
Subtract your total from 168 to calculate your remaining hours for the week: (i.e. = 168 hours – <i>total hours</i>).		

The final amount (total hours subtracted from 168 hours) is the time you have left to do all the other things you would like to do during the week.

- How much time do you have remaining for **studying**?
- How much time do you have remaining for **relaxing/ managing stress**?
- How much time do you have remaining for **with family and/ or friends**?