

# Time Management Budget

1. *Estimate* how much time you spend on each activity below in an average week. (Make sure to include driving or walking time to and from some of these activities.)
2. Keep track for a week and record how much time you *actually* spent on each activity.
3. How *important* is it for you to complete each activity in an average day?
  - 1 = High Priority
  - 2 = Medium Priority
  - 3 = Low Priority
4. *Compare* your estimated times versus your actual times.
  - What are your time wasters?
  - How can you make sure you complete your high priority tasks?

Activity	Estimated Hours/Week	Actual Hours/Week	Priority
Sleeping			
Eating			
Attending Class			
Studying & Homework			
Working			
Personal Care (Hygiene, Grooming)			
Cleaning/Laundry			
Shopping/Errands			
Exercise			
Going Out/Hanging Out			
Socials, Browsing, Streaming			
Extracurriculars (Clubs, Religious Activities, Sports, Volunteering)			
Other Personal Activities			
<b>Total Hours out of 168 Hours/Week</b>			

<p><b>Prioritize Your To-Do List</b></p> <ul style="list-style-type: none"> <li>• Make monthly, weekly, and/or daily to-do lists.</li> <li>• Be specific about the task.</li> <li>• Note the priority of each task from the chart above.</li> <li>• Complete the highest priority tasks first.</li> <li>• Check off items you have completed.</li> <li>• Much of the time, you will have tasks on the list that rolled over from the previous day, week, or month, and that's okay.</li> </ul>	<p><b>Sample Weekly To-Do List</b></p> <ul style="list-style-type: none"> <li>• (2) Read English chapter 3</li> <li>• (2) Read History pages 80-95</li> <li>• (1) Doctor's appointment on Wednesday</li> <li>• (1) Write lab report from Thursday</li> <li>• (3) Get groceries</li> <li>• (1) Make flashcards for Biology exam</li> <li>• (3) Do laundry</li> <li>• (2) Hang out with Miles and Jane</li> <li>• (1) Review chapter 7-10 practice questions for Math exam</li> </ul>
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