



Time Management Assignment

Name _____ Student ID _____ Date _____

For each activity, record the number of hours you need in a week.

Activity	Current Hours needed
Class	
Outside study time	
Sleep/Personal hygiene and care	
Work	
Organizations, clubs, volunteering or other extra-curricular activities	
Meals	
Exercise	
Family	
Personal errands (laundry, shopping etc.)	
Television, Netflix, non-academic computer use	
Recreation (movies, hanging out with friends, going out, etc.)	
Miscellaneous	

TOTAL NUMBER OF HOURS

AVAILABLE IN A WEEK =

168

Total hours accounted for per week _____

Subtract number of hours above from 168 (total hours in a week) = _____ Total free hours

After completing this activity, write a 750 word paper on the importance of time management, what you learned from doing this activity, any adjustments you need to make to your week, and how you can better manage your time in the future. Submit your paper (as a Word or PDF document) and a copy of this sheet using the following link:

https://cm.maxient.com/reportingform.php?UnivofMissouriSystem&layout_id=22