

## The University of Utah Learning Center 168 Hours

Understanding how you are currently spending your time is the first step in effectively utilizing this nonrenewable resource.

**Step 1:** List the amount of time per week for each activity (arrive at a daily average and multiply by 7; account for weekend differences):

Activity	Weekly Average Number of Hours
Class time (# of hours in class each week) and studying	
Job/Work	
Socializing (hanging out, texting/messaging, dating, etc)	
Commuting/transportation time	
Athletics/Exercise	
Extracurricular Activities	
Family Responsibilities (cleaning, cooking, shopping, etc.)	
Sleeping	
Eating	
Personal Hygiene (bathing, hair, make-up, etc.)	
Hobbies	
Other	

**Step 2:** Add all categories together for a SUBTOTAL: \_\_\_\_\_

**Step 3:** Now subtract your subtotal from 168 for a TOTAL: \_\_\_\_\_

**Step 4:** Divide your total by 7. This is the average number of hours per day you have left for studying or free time \_\_\_\_\_

If the number in your TOTAL line is negative, you have committed more time than there is in a week. YOU ARE IN TROUBLE. If you have time left over, ask yourself what choices there are for your time. Do you have time for more sleep? Volunteering? Friends?