

Time Management Worksheet

This activity is intended to help students anticipate the time they will need to remain healthy, happy and engaged learners.

FILL OUT FOR YOUR NEXT SEMESTER

School Activities	Avg. Hours/Week
School (5 days x 7 hours)	35
<i>Anticipated Homework for Leveled Courses:</i>	
Advanced Placement: #hours x #nights weekly x #courses	
GT: #hours x #nights weekly x #courses	
Honors: #hours x #nights weekly x #courses	
Standard: #hours x #nights weekly x #courses	
TOTAL SCHOOL HOURS:	

Extracurricular Activities	Avg. Hours/Week
Paid Job	
Hobbies/Interests/Clubs	
Community Service	
Sports	
Music/Performances	
TOTAL EXTRACURRICULAR HOURS:	

Daily Living Activities	Avg. Hours/Week
Sleep (7 days x 9 recommended hours)	
Physical Activity (1 hour recommended per day, may be sports or P.E.)	
Necessities (eating, showering, chores, etc.)	
Family Time	
Free Time (friends, TV, phone, internet, etc.)	
TOTAL DAILY LIVING HOURS:	

TOTAL HOURS/WEEK		AVAILABLE
SCHOOL HOURS		<i>Maximum Hours</i> 168
EXTRACURRICULAR HOURS		
DAILY LIVING HOURS		
YOUR TOTAL HOURS:	vs.	

*Based on original by Needham High School, Needham, MA