

TIME MANAGEMENT WORKSHEET

OVERVIEW

The Time Management Worksheet helps students consider how they will allocate their time for a particular semester/trimester/quarter. Students should estimate hours spent in a 7-day week across the following four categories:

School

The Time Management Worksheet works best when students know the homework load expectations for all of their classes. If this information is not already available to students, we recommend asking every department to complete the worksheet titled “Maximum Homework Estimates” (page 3 of this document). On it, departments can list all classes offered along with the maximum amount of nightly homework students can expect. Page 4 offers an example.

Extracurriculars

This section allows students to capture the structured activities they do outside of school such as sports, theatre, debate, paid work, community service, religious school, outside tutoring, etc. Students should not feel obligated to add an activity to every available line.

Unstructured Time

This section offers a place to list daily activities such as eating, grooming, and chores, as well as time spent outside of school in the following three categories:

Playtime - Time spent doing activities that the student freely chooses to do, such as shooting hoops, playing the piano for fun, hanging out with friends, or reading a book. This does not include scheduled practices or lessons that are captured in the extracurriculars section.

Downtime - Time spent relaxing, reflecting, or just “being.”

Family Time - Time when the whole family is engaged in an activity such as eating meals, playing games, hiking, watching a movie, or participating in public service.

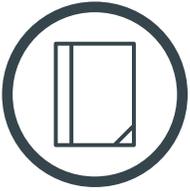
Keep in mind that research shows kids need Playtime, Downtime, Family Time (PDF) every day for healthy development. Check out PDF for Teens for tips on how to build more PDF into your week.

Sleep

According to experts, to lead healthy, balanced lives, high school students need 8-10 hours of sleep per night, and middle school students need 9-11 hours. We have pre-populated this worksheet with 9 hours per night. If a student’s schedule does not allow for the recommended amount of sleep on most nights, students should consider adjusting their daily or weekly commitments to prioritize sleep.

TIME MANAGEMENT WORKSHEET

Estimate the time you spend engaged in these activities during a typical 7-day week



SCHOOL

TOTAL WEEKLY HOURS: _____

In class time (e.g., 5 days x 7 hours = 35 hours)	
Homework: Subject 1*	
Homework: Subject 2	
Homework: Subject 3	
Homework: Subject 4	
Homework: Subject 5	
Homework: Subject 6	
Homework: Subject 7	



EXTRACURRICULARS

TOTAL WEEKLY HOURS: _____

Paid job	
Community Service	
Sports	
Visual & Performing Art	
Non-school assigned homework (e.g., SAT prep)	



UNSTRUCTURED TIME

TOTAL WEEKLY HOURS: _____

Playtime, Downtime, Family Time	
Necessities (e.g., grooming, eating, transportation)	
Chores	



SLEEP

TOTAL WEEKLY HOURS: 63

Weekday sleep (8-10 hrs/night, says American Academy of Pediatrics)	45 hrs
Weekend sleep	18 hrs

<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	+	<input type="text" value="63"/>	=	<input type="text"/>	**
School Total		Extracurriculars Total		Unstructured Time Total		Sleep Total		Your Weekly Total	

* Ask your teachers to estimate the maximum nightly homework

** 1 week = 168 hours

