

# Personal Time Survey

*This survey is meant to help you document, then determine how to reallocate, your time use. Write the ideal (or goal) number of hours (to the quarter hour) you would like to spend on a given activity (keeping in mind activities such as class time are beyond your control). Next, track and record hours spent on each activity in the Actual Column, or estimate your previous week's time use.*

Goal Hours	Activity	Actual Hours
_____	Class (hours in class - do not include travel, study, or homework)	_____
_____	Work (hours spent "on the clock")	_____
_____	Sleep	_____
_____	Personal Grooming (showering, hair styling, dressing, toileting; etc.)	_____
_____	Meals (include preparation and/or travel, but not shopping)	_____
_____	Chores/Errands (shopping, cleaning, yard work; etc.)	_____
_____	Travel (hours spent walking, driving, cycling; etc. -include transport to/from class & weekend travel)	_____
_____	In-person, formal socializing (time with friends/family/others during scheduled activities- church, clubs, sports; etc.)	_____
_____	In-person, informal socializing (unscheduled time spent with friends/family/others)	_____
_____	Phone/Online Socializing (Facebook, Twitter, Texting, Chatting; etc)	_____
_____	Non-Social Free Time (gaming, working out, reading, surfing the web, watching TV/movies)	_____
Total		Total
_____		_____
Subtract 168		Subtract 168
_____	<i>Total Hours Remaining for Study/Homework</i>	_____

## Study Hour Formula

*Easy Course: 2 hours of study per week per credit*  
*Average Course: 3 hours of study per week per credit*  
*Challenging Course: 4 hours of study per week per credit*

Course	Classification	Credits	Hours/Week of Study
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Recommended Study Hours per Week \_\_\_\_\_