**Weekly time log**

Total time in a week is 168 hours. How are you spending your time?

* Estimate how much time you spend on all your weekly activities
* Group similar activities together using the tasks listed below as guidelines
* Some activities are easiest to estimate per week, others per day (x 7 = per week)
* If your total is more than 168 hours, you’ve over-estimated something – adjust
* If your total is less than 168 hours, you’ve under-estimated something – adjust
* Are you satisfied with how you are spending your time?
  + What do you wish to increase, continue or decrease?
  + For help managing your time, book an appointment with the Academic Skills Centre (204-727-9737)

|  |  |  |
| --- | --- | --- |
| Activity | # hours per day | # hours per week |
| Sleep |  |  |
| Classes, labs, tutorials |  |  |
| Job |  |  |
| Meals (prep, cooking and eating) |  |  |
| Errands (shopping, laundry, bills …) |  |  |
| Personal hygiene |  |  |
| Travel (to campus and on weekends) |  |  |
| Digital communication (phone, FB …) |  |  |
| Socializing in person |  |  |
| Volunteer work |  |  |
| Exercise, sports |  |  |
| TV, Netflix, streaming |  |  |
| Homework, assignments, studying |  |  |
| Family responsibilities |  |  |
| Appointments |  |  |
| Clubs, games |  |  |
| Spiritual |  |  |
| Other: |  |  |
|  |  |  |
|  |  |  |
| Total estimated time used: |  |  |