**How do you use your time each week?**

Sometimes it seems that there are not enough hours in the week to get everything done. This could mean that you are taking on too many things or that you are not using your time efficiently.

To work out where your time goes, complete this inventory. Be as honest as possible.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Hours per day** | **Days per week** | **Total hours per week** |
| Sleep |  |  |  |
| Grooming |  |  |  |
| Meals (including preparation and cleaning up) |  |  |  |
| Commuting (including time to park your car and walk to class/work) |  |  |  |
| Doing errands, e.g. grocery shopping, paying bills etc |  |  |  |
| Relaxation time, e.g. sport, hobbies, |  |  |  |
| Work |  |  |  |
| Time in class |  |  |  |
| Socialising, e.g. going out for dinner, spending time with friends |  |  |  |
| Total hours spent |  |  |  |

There are 168 hours in a week. Subtract your ‘Total hours spent’ from this to see how many hours per week you have available for study.

**Available Study Hours =** ............

How did you go? Students are expected to spend around ten hours per week for each unit they are enrolled in. **A full-time student doing four units will need 40 study hours a week in addition to attending lectures and tutorials.**. Do you have enough time for your study commitments or do you need to make some changes?

Some questions you could ask yourself are listed below.

* Do you need to change the number of units you plan to study?
* Have you allowed some ‘buffer’ hours in case you have unexpected extra work hours, or unexpected family commitments?
* Do you need to make different plans for the weeks before and during exams?