

Budgeting Your Time

Purpose: As a college student, you're busy with classes, job duties, student organizations, and so many other obligations! But how do you budget your time and prioritize? One of the most important things to master in college is learning proper time management.

How do you spend your time? There are **168** hours in a week – how do you spend them? Budget your weekly hours in the chart below.

Activity	Hours Spent	Activity	Hours Spent
Classes		Socializing / Friends	
Sleeping		Relaxing/TV/Gaming	
Studying		Sports/Exercise	
Family Commitments		Working	
Commuting		Hygiene/Grooming	
Eating		Other:	
Student Orgs/Extracurricular		Other:	

Budgeting Time for Class: Most students spend 12-18 hours in class each week. In college, you're expected to spend time outside of class studying. When it comes to study time, you should set aside enough hours to complete assignments and review material on a regular basis. Your most difficult classes should have more time dedicated to them. The tool below can help you figure out how many hours you should be spending on class each week.

Use this formula to figure out how many hours you should spend studying for class:

Study Time each week = Course Credit Hours x 2 (*recommended 2hrs of studying per credit hour*)

Course Name	Credit Hours	x2 (can use 2.5 or 3 for harder courses)	= Study Time Required Each Week	Study Time + Course Credit Hours = total time spent on class each week
Example : Calc 1	3	x 2	6	
		x		
		x		
		x		
		x		
		x		
		x		