

Reading, Writing, and Study Strategies Center*
Academic Support Programs
CC-1-1300
UMass Boston

THINKING THROUGH YOUR WORK LOAD

Instructions: Listed below are some of the activities to which you give time each week. Think about each one carefully and figure out how much time you need to spend on each item **per week**. There are additional lines for any other activities that take your time each week. After you have totaled up all the items you can think of, see how much "free" time you have. See if you can remember what you did with that amount of time last week.

- 1. Getting ready in the morning _____ hrs.
- 2. Travel
 - To and from school _____ hrs.
 - To and from work _____ hrs.
- 3. Regularly scheduled class time _____ hrs.
- 4. Time for study--preparation _____ hrs.
- 5. Time for study--review _____ hrs.
- 6. Meetings with classmates, professors, etc. _____ hrs.
- 7. Hours for non-academic work
 - On campus employment _____ hrs.
 - Off campus employment _____ hrs.
- 8. Time for meals _____ hrs.
- 9. Exercise _____ hrs.
- 10. Planned recreation -- movies, TV, etc. _____ hrs.
- 11. Social activities, responsibilities _____ hrs.
- 12. Responsibilities at home _____ hrs.
- 13. Sleep _____ hrs.
- 14. Other: _____ hrs.
- 15. Other: _____ hrs.
- 16. Other: _____ hrs.

- Total _____ hrs.
- Number of hrs. in a week _____ hrs.
- Subtract total number of hrs. above _____ hrs.
- Total free hours _____ hrs.

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