

Time Management:

A Weekly Time Budget

There are 168 hours in the week. How do you spend yours? This exercise will help you find out.

1. Make a list of everything you do in your day-to-day life. (You can include the things you would like to do as well as the things you have to do.) Use the table below to help.
2. Give each activity a time allocation for the week.
3. Add up the number of hours and divide by 7 to get the number of hours you need per day.
4. Shuffle things around until you get a “real” weekly budget.

My Ideal Week		
ACTIVITY	HOURS PER WEEK	COMMENTS
Sleep	56	<i>8 hrs x 7 days</i>
Classes		
Travel		
Study		
Meals		
Housework		
Social/Leisure		
Exercise		
Family/Home Responsibilities		
Hobbies		
Work		
Relaxation/Time Out		
TOTAL		

My Real Week		
ACTIVITY	HOURS PER WEEK	COMMENTS
TOTAL	168	24 hrs x 7 days

For further discussion please contact
Learning Support Services
Learning Commons ph: 0800 WELTEC (939832) ext 528
Tower Block, Level 2, Petone Campus
LearningSupport@weltec.ac.nz

