

Time Budget Worksheet

Estimate how much time you spend on each task per week. Add up the hours, then subtract from the Hours per week available. Use this worksheet to help visualize how much time you spend in different areas of your life and adjust as needed.

Hours per week available	168
Hours in class per week	
Hours studying per week	
Hours of sleep per week	
Hours of self-care/personal hygiene per week	
Hours worked per week	
Mealtime hours per week	
Hours spent with family per week	
Hours spent traveling per week (to/from work/school, etc.)	
Hours spent doing household chores per week	
Hours watching TV, Netflix, Hulu, etc.	
Hours spent in recreation per week (outdoor activities, parties, concerts, etc.)	
Hours spent on Social Media/Video games per week	
Hours of exercise per week	
Other miscellaneous tasks in hours per week	
Actual hours spent	
Hours per week available - Actual hours spent =	

Have extra time in the week? Let's budget these hours to maximize productivity!

Not enough hours in the week? Find tasks that you can cut back on in order to balance your time.

Want to learn more? Work with the Learning Specialist to discover different time management strategies that work for you. Call 509-358-7757 or go online, wsu.mywconline.net, to make an appointment.