

Take an Inventory of your Time

How much time do you have?

Fixed Activities	Daily 24 hrs.	Weekly 168 hrs.
Grooming and personal care		
Sleeping		
Eating		
Attending class		
Working at your job		
Working at home (housecleaning, laundry, yard, etc.)		
Cooking and cleanup		
Commuting to and from work, school		
Total:		
Time Left:		

Flexible Hours	Daily 24 hrs.	Weekly 168 hrs.
Studying		
Socializing with friends and family		
Exercising		
Sports		
Hobbies and/or entertainment		
Watching television		
Listening to music		
Errands		
Other		
Total:		
Time Left:		

Adapted from LeBoeuf, M. (1979). Working Smart: How to accomplish more in half the time. (pp.83-84). New York: Warner Books.
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