



PLANNING YOUR TIME

This page is to help you plan your time for work, classes and study.

1. Estimate the number of hours per week, if any, you will be working or busy outside of school. _____
2. Estimate the number of courses you would like to take next semester. _____
3. Compute the number of hours you will spend in class each week. _____

Look at the course schedule and calculate actual time in class and lab. Estimate by using the number of credit hours assigned to the course. (If estimating for Summer or FastForward sessions, ask your advisor for assistance.)

Course 1	Class hours	_____
Course 2	Class hours	_____
Course 3	Class hours	_____
Course 4	Class hours	_____
Course 5	Class hours	_____
TOTAL		_____



4. Compute the number of hours you will need for study outside of class each week.

Formula: $\frac{\text{_____}}{\text{Hours per week from Step 3}} \times 2$ (study hours)

5. Add together the number of hours you have estimated in Steps 1, 3, and 4. This total is a rough estimate of the number of hours you will have committed each week for the next semester.
6. To help you better judge how busy you will be during the semester, you may wish to compare your total hours with the fact that the standard workweek is 40 hours.
7. Now that you have a feeling for how many hours you have scheduled for next semester, you may wish to adjust your estimates for:

- A. hours working or busy outside of school.
- B. number of courses you will take.
- C. number of hours needed for studying.

8. Repeat Steps 1, 2, 3, 4, and 5 until you are comfortable with the amount of time you have scheduled for yourself.



Note: Remember there are 168 hours in a week. How many of those hours do you need/want for sleep?