Time Management:
Visualizing Your Time

http://www.washington.edu/students/ugrad/advising/forms.html for additional copies of this page.

1. List your classes, the grade you desire, and the hours per week you think it will take to achieve that grade.

Class	Grade	Hours weekly
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total study hours	_____

2. Fill in how many hours per week you spend in committed time—time you can't change.

	Hours daily	Hours weekly
Sleeping	_____	_____
Eating	_____	_____
Classes (include labs, workshops)	_____	_____
Transportation	_____	_____
Work	_____	_____
Family/Household	_____	_____
Personal care	_____	_____
Total committed hours		_____
Hours in a week		**168**
Subtract committed hours		_____
Subtract study hours		_____
Hours left for leisure		_____