Time Management Worksheet

Estimate the time you spend engaged in these activities during a typical weekday:



School

Total daily hours:____

In-class time	
Homework: Subject 1	
Homework: Subject 2	
Homework: Subject 3	
Homework: Subject 4	
Homework: Subject 5	
Homework: Subject 6	
Homework: Subject 7	



Extracurriculars

Total daily hours:____

Paid job	
Community Service	
Sports	
Visual/Performing Arts	
Clubs	
Other (i.e. SAT prep)	



Unstructured Time

Total daily hours:____

Family Responsibilities (i.e. chores, family time)	
Necessities (i.e. getting ready, eating, transportation)	
Screen Time - Social Media/Video Games/Streaming	
Other (i.e. free reading, exercising)	



Sleep

Total daily hours:____

Nightly (8-10 hours is recommended by the American Academy of Pediatrics)	
Naps	

School Total	Extracurricular Total	Unstructured Time Total	Sleep Total	Total