

Time Management Worksheet

Estimate the amount of time you will spend participating in these activities during a typical week.

Hours Spent on School	Hours
In-class time (example: 5 days x 8 hours = 40 hours)	40
Homework: English	
Homework: Mathematics	
Homework:	

Total Weekly School Hours: _____

Hours Spent on Extracurriculars	Hours
Athletics	
Community Service	
Employment	
Hobbies/Interests	
Student Activities/Clubs	

Total Weekly Extracurricular Hours: _____

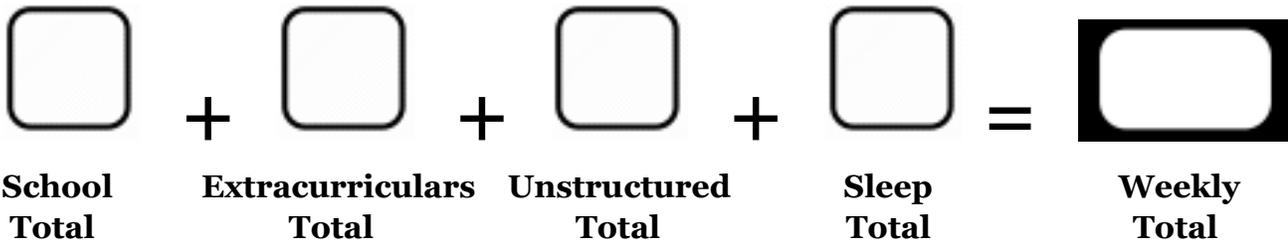
Unstructured Hours	Hours
Family Time	
Free Time (friends, TV, social media, etc.)	
Necessities (self-care, eating, chores, etc.)	

Total Weekly Unstructured Hours: _____

Hours Spent Sleeping	Hours
Weekday sleep (8-10 hour) - <i>recommended by the American Academy of Pediatrics</i>	45
Weekend Sleep	18

Total Weekly Sleep Hours: 63

Adding Up the Categories



One week = 168 hours

Healthy Balance:

Deerfield High School is working to promote a healthy balance in the lives of our students. We are systematically addressing social-emotional learning. As part of this goal, we encourage students to complete the Time Management Worksheet to help students prioritize how they will spend their time.

School:

Ask your teachers to learn more about the homework load for different courses.

Extracurriculars:

Extracurriculars are structured activities students engage in outside of school.

Unstructured Time:

This category includes daily activities such as eating, self-care, relaxing, chores, and family time.

Sleep:

According to the American Academy of Pediatrics, teenagers 13 to 18 years of age should sleep 8 to 10 hours per 24 hours on a regular basis to promote optimal health. The Time Management worksheet estimates are based on 9 hours of sleep per night.

Adapted from Challenge Success Time Management Worksheet