



Time Audit

Directions: For an average week, write the number of hours you dedicate to each item.

Required Hours	Class	___ Hours
	Studying	___ Hours
	Homework	___ Hours
	Sleep/Rest	___ Hours
	Self-care (hygiene, eating, etc.)	___ Hours
	Exercise	___ Hours
	Work	___ Hours
	Chores (shopping, cleaning, laundry, etc.)	___ Hours
Other:	___ Hours	
<i>Required Hours Subtotal:</i> _____ Hours/Week		
Flexible Hours	Socializing with friends & family	___ Hours
	Clubs & organizations	___ Hours
	College life (events, games, etc.)	___ Hours
	Watching TV/movies	___ Hours
	Social media & phone usage	___ Hours
	Volunteering	___ Hours
	Hobbies (gaming, crafting, reading, etc.)	___ Hours
	Other:	___ Hours
<i>Flexible Hours Subtotal:</i> _____ Hours/Week		

Hours Available in a Week 162

Required Hours Subtotal: - _____ Hours/Week

Flexible Hours Subtotal: - _____ Hours/Week

Final Balance = _____ Hours/Week