Academic Achievement Center - Success Tool

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

Required Hours Subtotal: _____ 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

Flexible Hours Subtotal: _____ Hours/Week

Hours Available in a Week	168
Required Hours Subtotal:	- _____ Hours/Week
Flexible Hours Subtotal:	- _____ Hours/Week
Final Balance	= _____ Hours/Week