

TIME MANAGEMENT ACTIVITY FOR STUDENTS*

This activity is intended to help students anticipate the time they will need to remain healthy, happy and engaged learners.

FILL OUT FOR YOUR BUSIEST SEMESTER

School Activities	Avg. Hours/Week
School (5 days X 7 hours)	35
<i>Anticipated Homework for Leveled Courses:</i>	
Advanced Placement: 1+ hour x 5 nights weekly x # of courses	
Accelerated: 1 hour x 4 nights weekly x # of courses	
Honors & Standard: 0.5 hours x 4 nights weekly x # of courses	
Total School Hours:	<input style="width: 100%;" type="text"/>

Extracurricular Activities	Avg. Hours/Week
Paid Job	
Hobbies/Interests/Clubs	
Community Service	
Sports	
Music/Performances	
Total Extracurricular Hours:	<input style="width: 100%;" type="text"/>

Daily Living Activities	Avg. Hours/Week
Sleep (7 days X 9 recommended hours)	
Physical Activity (1 hour recommended – may be sports or PE)	
Necessities (eating, showering, chores, etc.)	
Family Time	
Free Time (friends, TV, phone, Internet, etc.)	
Total Daily Living Hours:	<input style="width: 100%;" type="text"/>

TOTAL HOURS/WEEK	AVAILABLE
School Hours ▶ _____ +	Maximum hours
Extracurricular Hours ▶ _____ +	
Daily Living Hours ▶ _____ =	
YOUR TOTAL HOURS <input style="width: 100%;" type="text"/> vs. _____	168

* Created by Needham High School, Needham, MA