

# Time Management

## Where does all your time go?

You have 168 hours in a week. How do you use your time? How much spare time do you REALLY have to spare? Do your best to estimate how much time you spend in each of these areas in a given day or week.

Add up your totals and see approximately how much spare time you really have in a week! Are you spending more time than you would like in a particular area? How can you manage your time to better?

Activity:	Total per Day:	(Times 7) Per Week:
Work		
Sleep		
Eating		
Commuting		
Watching TV/Netflix/YouTube		
Doing Laundry		
Cleaning		
Cooking		
Internet/Facebook/IG/Snapchat		
Showering/Getting Ready		
Talking/Texting on the Phone		
Exercising		
Other		
<b>Grand Totals:</b>	= (not more than 24 hours)	=(not more than 168)

How much spare time do you have in your week? (168 hours minus your total)
--