



TIME TRACKER WORKSHEET

Take the 'Quiz' below



How many credit hours are you taking this semester?							
STUDY TIME: As a general guideline, students should aim to study 2-3 hours outside of class for every credit hour they are enrolled in to ensure success in their courses. While the 2-3-hour rule is a helpful guideline, it's important to remember that it's not a hard and fast rule. You may need to adjust your study time based on the difficulty of your courses, your learning style, and your circumstances.							
EXAMPLE: 12 credit hours x 3 = 36 study hours per week							
DAILY ACTIVITIES					DAYS PER WEEK	HOURS PER DAY	TOTAL
EXAMPLE: Sleeping (including naps)					7	x	8 = 56
MULTIPLY DAYS PER WEEK BY HOURS PER DAY							
Sleep (including naps)					7	x	=
Meals (breakfast, lunch, dinner & snack breaks)					7	x	=
Meal Prep (including cleanup)					7	x	=
Hygiene (shower/bath, brush teeth, hair, etc.)					7	x	=
Communication (phone calls, texting, e-mails, etc.)					7	x	=
Commute/Travel Time (time spent in a car, bus/train getting from one place to another)					7	x	=
Self-Care/De-Stress (exercise, reading, TV, video games, hobbies, etc.)					7	x	=
Miscellaneous Activities (anything you do weekly not calculated above)					7	x	=
SUBTOTAL							
WEEKLY ACTIVITIES						HOURS PER WEEK	
Study Time (from above calculation)							
Time in Class (on campus, tutoring, workshops, etc.)							
Social media (TikTok, YouTube, Instagram, Facebook, etc.)							
Regularly Scheduled Activity (meetings, study groups, sports practice, piano lessons, church, etc.)							
Family Commitments (children/spouse/partner activities, special occasions, holiday events, etc.)							
Friend Commitments (get-togethers, dates, movie nights, special occasions, etc.)							
Household Duties & Errands (gardening, laundry, groceries, house cleaning, etc.)							
Miscellaneous Activities (anything you do weekly not calculated above)							
SUBTOTAL							
TOTAL							

WHAT IS A HOMEWORK CALENDAR?

A homework calendar reflects fixed and flexible events to help you determine study time. It can be created just once a semester or can be done at the start of each week. With this visual guide, you can devise any type of game plan that is doable for YOU! Use one of the calendar templates below to help set up your study schedule.

WHY SHOULD I SCHEDULE MY STUDY TIME?

Students who intentionally map out their days usually have numerous commitments to juggle, AND they want to maximize their time so as not to "give up" anything. Plus, a schedule helps to minimize decision-making on "What should I be doing right now?" The result can lower stress and anxiety. Who doesn't want that?!

WHERE DO I START?

A homework calendar should include fixed priorities – which vary from person to person – as well as flexibility. Use the Time Tracker Worksheet to help you establish your schedule. A suggested format is as follows:

NUMBER OF HOURS IN A WEEK: 168

HOW DID YOU DO?

Under 168 Hours:

You appear to have EXTRA TIME

OR

Over 168 Hours:

You appear to be OVER-COMMITTED

TIME MANAGEMENT: Track your time

FIXED TIMES/HAVE TO DOS (If you're a parent, remember to schedule in your children's required activities!):

1. Fill in all regularly scheduled class and lab times (include credit hours)
2. Fill in all regularly scheduled work hours
3. Fill in all regularly scheduled activities (meetings, study groups, sports practice, piano lessons, church, etc.)
4. Fill in times for sleeping, eating, and personal hygiene
5. Fill in commute times to and from the above activities

STUDY TIME

1. Fill in homework/study time
 - a. 1 credit = 2 to 3 hours of study per week
2. Be mindful of the length of study time and your best time of day
 - a. Are you a night owl or an early-morning person?
 - b. Are you using all your time as productively as you can?
 - c. 30/5 Rule: Study for 30 minutes, then dance, meditate, and take a 5-minute break

FLEX TIMES/SHOULD DOS:

1. Fill in time for pre-class and post-class mini-reviews (10-30 minutes each)
2. Fill in blocks for general study
3. Fill in blocks for household duties & errands
4. Fill in time for self-care/destress activities at least several times a week
5. Leave open blocks for the "unexpected" (and use them for extra studying when needed - like midterms & finals)
6. Fill in one important "fun for me" activity for the week!

FINAL TIPS:

1. You have 168 hours/week to utilize wisely or waste – the choice is yours
2. Maintaining a schedule is about developing a positive and productive life-long habit.
3. Exceptions to your schedule will occur, but afterward, return to the plan
4. Make several copies of your schedule and place them in visible areas
5. Don't neglect the importance of weekend time
6. Try the "twofer" approach by combining activities when possible (studying while you are doing laundry, for example)
7. Share or divide duties with other family members to free up extra time in your schedule
8. To stay motivated, remember your short- and long-term goals
9. Overestimate the time you need to complete a task to avoid stress later
10. Break large, daunting tasks into smaller, manageable mini tasks
11. Identify your times of peak energy and tackle the "toughies" when you are at your best
12. Study on campus, in the library, the STEM Learning Center, and other study spaces.
13. Tell others, family and friends, about the importance of your plan – easier to say NO
14. Take care of yourself to keep up your energy and a positive attitude
15. Determine and minimize your distractions – yep, people count!
16. Always have a book or flash cards with you
17. Don't hit the snooze on your alarm
18. Remember to be kind to yourself, have patience.
19. **Ask questions and ask for help when you need it or are feeling overwhelmed or confused.**



HOMework CALENDAR



TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00 AM							
6:30 AM							
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STEP 1 FILL IN THE "HAVE TO" EVENTS (CLASS/LAB TIMES W/CREDITS, WORK SCHEDULE, REGULARLY SCHEDULED ACTIVITIES, MEALS & COMMUTE TIMES)

STEP 2 FILL IN STUDY TIME USING THE FORMULA FROM THE TIME TRACKER WORKSHEET

STEP 3 FILL IN THE "SHOULD DOS" & ALL OTHER WEEKLY AND DAILY ACTIVITIES FROM THE TIME TRACKER WORKSHEET



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