

TIME MANAGEMENT ACTIVITY FORM

Directions:

1. 8ck b`cUX` : cfa`

&`CdYb` : cfa` k`jH` 5XcVYFYUXYf`UbX`Zll out blue`fields only`

. Print and turn into Counseling Office by Feb. 26th`.....

Name:	
Grade:	
Counselor:	

This worksheet is a time management tool. It is designed to help you make informed decisions about the way you want to spend your time next year. This is REQUIRED for all students. You will need to complete this form, print and turn in to the Counseling Office by Feb. 26th. Be sure to make a copy for yourself. Use the Course Catalog on the Gunn website to learn about the time requirement of each class.Á

Activity	Average Hours Per Week
School (e.g. 5 days x 7 hours)	
School Activities	
Work Outside of Class (including projects, studying for tests, homework, etc.)	
English	
Social Studies	
Science	
Math	
World Language	
Elective 1	
Elective 2	
Subtotal (School Activities) =	
Outside Activities (as applicable)	
Hobbies/Interests	
Work/Job/Chores/Community Service	
Religious Activities	
Sports	
Musical Performances	
Other	
Subtotal (Outside Activities) =	
Daily Living Activities	
Family Time	
Sleep (recommended: 7 days x 9 hours = 63 hours)	
Preparation Time (eating, showering, etc.)	
Social Time (social media, hanging out with friends)	
Subtotal (Daily Living Activities) =	
Total Activities Hours (TAH):	
(including sleep & time in school) =	
Total Hours in a Week (THW)	168
Difference between expected and actual hours in a week (THW-TAH) =	

If your last box has a negative number, you will need to cut hours from your activities and recalculate.