

# TIME MANAGEMENT ACTIVITY FORM

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** to complete if you are planning to take one or more Honors and/or Advanced Placement course. Turn this in to your counselor by February 24, 2017. Be sure to make a copy for yourself.

ACTIVITY		AVG. HOURS PER WEEK
<b>School Activities</b>		
School (e.g. 5 days x 7 hours)		35
<b>Work Outside of Class (including projects, studying for tests, homework, etc.)</b>		
English		
Social Studies		
Math		
Science		
Language		
Elective 1		
Elective 2		
<b>Subtotal (School Activities)</b>		
<b>Outside Activities (as applicable)</b>		
Hobbies/Interests		
Work/Job/Chores/Community Service		
Religious Activities		
Sports		
Musical Performances		
Other		
<b>Subtotal (Outside Activities)</b>		
<b>Daily Living Activities</b>		
Family Time		
Sleep ( <b>recommended:</b> 7 days x 9 hours = 63 hours)		63
Preparation Time (eating, showering, etc.)		
Social Time (social media, hanging out with friends)		
<b>Subtotal (Daily Living Activities)</b>		
<b>Add up the hours, are you + or -? THW - THA =</b>		
<b>Total Hours adding all Activities (THA)</b>		