

# TIME + MANAGEMENT

Academic Advising

Ball State University

North Quad 339

(765) 285-1161

[www.bsu.edu/advising](http://www.bsu.edu/advising)

## Managing Your Time

There are 168 hours in a week. The following table lists a typical week in the life of a college student with average weekly totals. Complete the right column based on your current activities.

ACTIVITY	AVERAGE	YOU
Attending class	15	
Studying – at least 30 hours per week*	30	
Getting a good night’s sleep – about 7 hours per night	49	
Taking care of personal needs (eating, showering, etc.) – 3 hours per day	21	
Exercising – 1 hour per day	7	
Attending campus activities / social life – 3 events a week, 4 hours each	12	
Working – most students can handle up to 20 hours per week	20	
<b>TOTAL</b>	<b>154</b>	

\*It is expected you study a minimum of two hours outside of class for every hour in class. Studying includes any time spent on classes such as reading your textbooks, reviewing your notes, tutoring, review sessions, etc.

If your total is too close to 168, your schedule is too tight and you may not be able to handle unexpected situations that will inevitably come up. Make some adjustments like less social life or fewer work hours (if possible).

Any time that you have left after adding up your activity average hours is your free time. In the example the student has 139 hours taken up. Subtracting 139 from 168 (hours in a week), leaves the student with 29 hours of “free time”.

Use the chart on the reverse side to make a weekly plan. Analyze your plan on a regular basis and make changes as necessary. Keep at it and don't give up! Knowing you have a plan will help reduce your stress level.

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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

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