

Budgeting Time and Attention

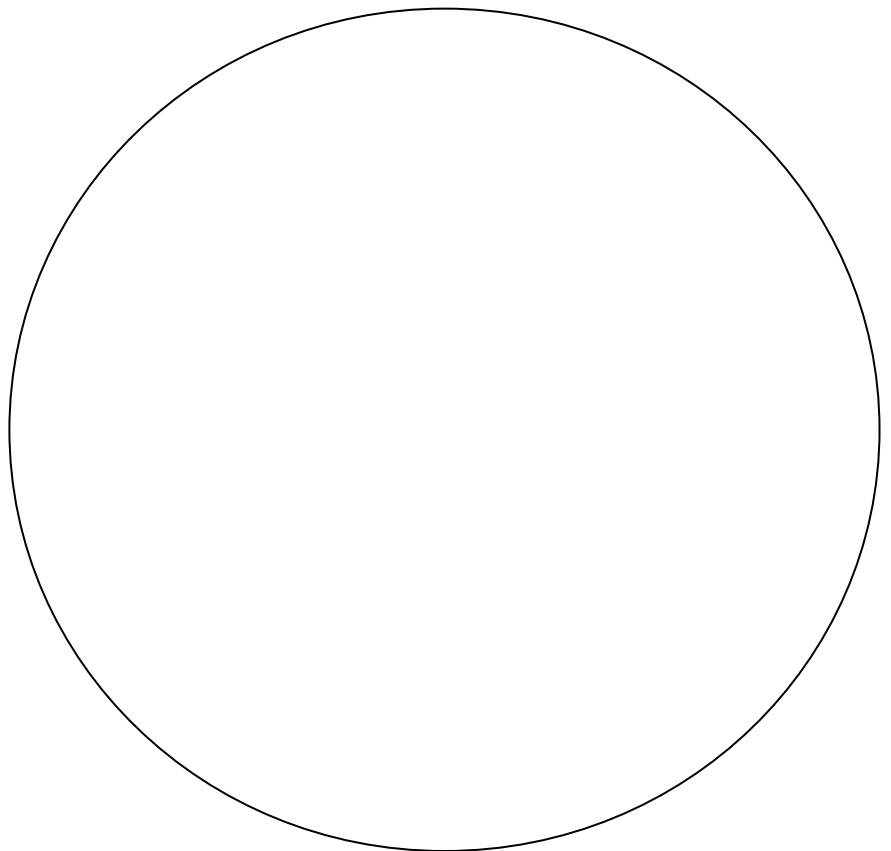
Program: _____ Semester: _____

Courses: _____

Given that taking four or five courses is a full time job, it is important to budget how you will spend your time and where you will focus your attention so that you get the best value from your studies.

Draw a pie chart that shows how much time you spend on different activities in a week. Consider that a day has 24 hours and there are 168 hours in a week. If you want to take this activity to the further level, use a calculator to figure out what percentage of a week (168 hours) you spend at each of the activities listed below. Then make sure that your graphic accurately reflects the numbers.

Activity	hrs/wk	%
School, study, and educational activities		
Work & volunteer activities		
Sleep		
Exercise		
Housework (e.g., cooking, laundry, cleaning, etc.)		
Entertainment (e.g., playing, socializing, watching TV, going out with friends, talking on the phone, or on the net, etc.)		



Now use a Scheduling Grid or other scheduling tool to identify when you will schedule these activities so that you spend your time wisely.