



ACE Your Schedule: The 168 Challenge

There are 168 hours in a week. How are you *really* spending yours?

Activity	Time Spent (number of hours per week)
Class: hours per week you are in class	
Study: hours per week you study (hours per day x 7)	
Sleep (average hours per night x 7)	
Meals (preparation and eating)	
Work	
Volunteering/Service	
Meetings (with professors, etc.)	
Chores, Housework, Cleaning	
Shopping, Running Errands	
Extra-Curricular Activities/Clubs	
Exercise & Sports	
Hobbies/Pastimes	
Fun (alone or with others)	
Social Media	
Commuting	
Texting/Talking on the Phone	
Hanging out with friends	
Spending time with family	
Other:	
Other:	
Other:	
Total number of hours	

After adding up your total weekly hours, circle one of the following:

Under 168 Hours (Extra Time)

Over 168 Hours (Over Committed)

Exactly 168 Hours (Fully Committed)

You should now have a better idea of how you are (and are not) spending your time. Questions for reflection:

- How do I feel about the way I am spending my time?
- Does the way I am spending time accurately reflect my values?
- How is my time management helping me achieve my goals? How is it taking away from my goals?
- Do I feel like I have enough time to do all the things I want to do?
- How can I modify this list so that I can be more effective?
- What areas of my life am I willing to compromise in so that I have more time to devote to other activities?
- Do I want to have time "left over" at the end of the week for the unexpected?
- Can I share any of these responsibilities with someone else?