# Personal Time Survey1 Chapman Learning Commons

Ever wondered, where does the time go? Categorized by activities, use this tool to find out. Try revising your schedule if you notice that you are spending too little or too much on a certain activity.

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| **1.** | Number of hours of sleep each night | \_\_\_\_\_\_\_\_ X 7 = \_\_\_\_\_\_\_ |
| **2.** | Number of hygiene hours per day | \_\_\_\_\_\_\_\_ X 7 = \_\_\_\_\_\_\_ |
| **3.** | Number of hours for meals/snacks per day (include preparation time). | \_\_\_\_\_\_\_\_ X 7 = \_\_\_\_\_\_\_ |
| **4a.** | Total travel time weekdays | \_\_\_\_\_\_\_\_ X 5 = \_\_\_\_\_\_\_ |
| **4b.** | Total travel time weekends | \_\_\_\_\_\_\_\_ X 2 = \_\_\_\_\_\_\_ |
| **5.** | Number of hours per week for regularly scheduled functions (clubs, gym, get-togethers, etc.) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **6.** | Number of hours per day for chores and errands | \_\_\_\_\_\_\_\_ X 7 = \_\_\_\_\_\_\_ |
| **7.** | Number of hours of class per week | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **8.** | Number of hours of work per week | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **9.** | Number of average hours per week socializing, dates, etc. Be honest! | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
|  | Now add up the totals: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | Subtract the above number from 168 = | **168 − \_\_\_\_\_\_\_**  **= \_\_\_\_\_\_\_ hours left to study** |

**Study Hours**

In addition to class time, the average personal study time spent for one class each week is 6-9 hours. However, this time may vary depending on assignments and exams.

Adapted from: George Mason University, “Personal Time Survey,” Self-Development Center, (10 December 2004).

# Visualize My Week

Graphical user interface, application, Word

Description automatically generated

Click on the chart below 🡪 select “Chart Design” 🡪 “Edit Data in Excel.” Then input the hours you calculated above. The pie chart will then auto-populate!