



# Semester Planning Worksheet

Have you ever mentioned that you don't have enough time to get things done? Or, are you not why you can't get things done? Complete the following to see how you spend your time.

- 1.) How many credit hours are you taking this semester? \_\_\_\_ (a)
- 2.) For each credit hour you are taking, you need to plan on studying at least 2 hours each week  
Total credit hours \_\_\_\_ X 2 = \_\_\_\_ (b)
- 3.) How many hours of sleep do you need a night? \_\_\_\_ X 7 = \_\_\_\_ (c)
- 4.) How many hours per week do you spend exercising or relaxing? \_\_\_\_ (d)
- 5.) How many hours do you plan to work per week?  
\_\_\_\_ + travel time (per week) \_\_\_\_ = \_\_\_\_ (e)
- 6.) Do you live on-campus or commute? \_\_\_\_  
How long will it take you to get to campus each day? (don't forget traffic, parking and walking)  
\_\_\_\_ X 5 (days) = \_\_\_\_ (f)
- 7.) How many hours per week do you spend on involvement? (example, organizations, intramurals, leadership etc) \_\_\_\_ (g)
- 8.) Are many hours per week do you spend watching TV, with friends or family and engaging in other social activities? \_\_\_\_ (h)
- 9.) Remember to add daily maintenance activities such as eating, showering, dressing, brushing teeth, etc. \_\_\_\_ (approx. 3 hours/day) X 7 = \_\_\_\_ (i)
- 10.) **168 (number of hours in a week) - total hours**  
(Add items (a) through (i)) \_\_\_\_ = \_\_\_\_

If your total hours exceed 168 hours (if you got a negative number above), you need to re-evaluate your schedule and design one that is more realistic.

**Now reflect for a moment on your semester...**

- Identify three things you should spend **more** time doing?
- Identify three things you should spend **less** time doing?
- Which classes are most difficult for you?
- Which classes are the most interesting to you?
- Which classes do you excel in?