



Center for Teaching and Learning

PROMOTING ACADEMIC EXCELLENCE

168 Hours in a Week – How Do You Use Them?

Did you know there are 168 hours in a week? Each week this is an inevitable reality. Understanding **how** you spend those hours will help you better manage your time.

Step 1: For each activity listed below, estimate the amount of time (in hours) per week. You may want to figure out the daily number of hours, and then multiply that by 7. Keep in mind weekends hours are usually spent differently than weekday hours.

- a. Class time (# of hours in class each week): _____
- b. Job/work on/off campus: _____
- c. Socializing (include time on social media): _____
- d. Travel time (to/from places off-campus as needed): _____
- e. Athletics/exercise: _____
- f. Extracurricular activities (clubs, community service, etc): _____
- g. Personal responsibilities (cleaning/tidying/organizing): _____
- h. Sleeping: _____
- i. Eating: _____
- j. Personal hygiene (bathing, hair, make-up, etc): _____
- k. Other things done regularly: _____

Step 2: Add together a – k **SUBTOTAL:** _____

Step 3: Subtract SUBTOTAL from 168 **TOTAL: 168 - _____ = _____**

Step 4: Divide total by 7, for average time not allocated each week: _____

If the number in your **TOTAL** line is positive, that is the amount of time you have left for studying and/or free time. Adjust as needed. Consider volunteering somewhere to add a boost to your resume.

If the number in your **TOTAL** line is *negative*, you have committed more time than there is in a week.

Try adjusting the various activities you have each week and the amount of time you spend on them to give yourself more time for studying.

Multitasking Activity – How Fast Are You?

1. When figuring out how you spend your hours on various activities, did you combine two or more activities into one category? If yes, which ones and why?
2. Is multitasking something you often do, and usually in what activities?
3. Rate yourself on how well you think you multitask, with 1 (low) up to 10 (the best).

Timed Activity with Numbers and the Alphabet

Here's an activity that will help measure how fast you can multitask. You need a way to time yourself, so use your phone's stopwatch, or ask someone to time you. When you are ready, in the table below, use the first row, first column to write the numbers from 1-26, in order, without stopping, then move to the second column and write the alphabet from A-Z in order, without stopping. In the third column, write down the time it took for you to do this.

Get ready to time yourself again. This time, use the last row, and alternate between writing a number in the first column and writing a letter in the second column. You will write 1, A, 2, B, 3, C, etc., until all numbers and letters have been written. Again, in the third column, write down the time this took.

Numbers (1-26)	Letters (A-Z)	Time on task

When you consider how this simple exercise illustrates the time it takes to refocus each time you switch the task (writing a number, then writing a letter), it's clear multitasking is more about switching tasks which will always take more time. As you try to stay focused on completing one thing at a time, you will notice you are able to complete it more quickly. Consider:

1. How does this apply to the way you study and do homework?
2. How does this apply to being in a conversation?

(Ideas shared in this document are adapted from achieve.uconn.edu, and davecrenshaw.com)