



WORK/LIFE/SCHOOL TIME MANAGEMENT WORKSHEET



Time Commitments Worksheet	
Student Name	
Student ID	

Activity	Hours/Week
1. Work: How many hours are you working per week (on average)?	
2. School: How many credits are you taking this semester?	
3. Homework/Study: (Multiply credits x 2 hours= Hours spent studying)	
4. Physical Activity:	
5. Family Obligations:	
6. Social Activities:	
7. Transportation: How many hours per week will I spend going to and from NCCC?	
8. Miscellaneous Activities:	
9. Sleep: (Multiply hours slept per night on average x 7 days a week= Hours spent sleeping)	
Total hours required for school and daily life:	

If the total number written in the **yellow box** is larger than 168 (the amount of hours in a week), go back and REEVALUATE YOUR TIME COMMITMENTS.

Are you working too much? Are you taking too many classes? Overcommitting yourself is one of the main reasons students do not perform to their full academic potential.

EVALUATION OF COURSE LOAD VERSUS WORK SCHEDULE

Circle the number of hours you work each week and follow across the row for the recommended number of credits to take per semester.

For Completion by the Student	
Hours Worked Per Week on Average	Suggested Credits to Take Per Semester
40+ hours	3 credits
30-40 hours	Up to 6 credit hours
20-30 hours	Up to 9 credit hours
Less than 20 hours	12-15 credit hours