**Time Management Worksheet**

In an effort to guide and direct students in making thoughtful and intentional choices regarding their time and commitments, we encourage students to complete this worksheet.

The following scale was built around the following assumptions regarding time:

**24 hours in a day**

* 8 hours of sleep (research says minimum of 9)
* 8 hours of school, including average travel time (7:30-3:30)
* 1 hour for dinner, time with family, chores
* 1 hour of “mental health time” (relaxation, social media, time with friends, TV)

**6 hours remain for homework and other commitments/interests**

|  |  |  |
| --- | --- | --- |
| **Academics** | **Semester 1** | **Semester 2** |
| **Core/Academic Class** = 3 pts. each |  |  |
| **Honors/AP courses** 4 pts. each |  |  |
| **PE/Health/Art/Elective with no homework**= 1 pt. each |  |  |
| **Newspaper/Yearbook Editor** (+ 1pt) |  |  |
| **Co-Curricular** |  |  |
| **Sport**=2pts. Per season (winter sports count 1 pt. Per semester) |  |  |
| **Theatre Production** = 1-2 pts (based on role) |  |  |
| **Retreat team** = 1pt. (rector +1) |  |  |
| **CCHS Club/Activity** = .5-1 pt. (based on level of involvement) |  |  |
| **Job/Volunteer/Internship/Family Commitment**=1.5pts (10 hrs/week);2.5 pts. (11-20 hrs wk) |  |  |
| **Community Club/Sport/Activity** ( CYO, etc) .5-2pts (depending on level of involvement) |  |  |
| **Total** |  |  |

**Sustainability Scale**

**18 19 20 21 22 23 24 25 26 27 28 29**

**Recommended Range**

**\*Students outside the recommended range should consider talking with their counselor to discuss their commitments, strength of schedule, goals and priorities.**