How to Successfully Balance Your Time Between Classes, Work, and Life

There are only 168 hours in a week. To function well, most bodies need about 8 hours of sleep per night, or 56 hours of sleep per week. This leaves you with 112 hours of awake time every week in which you go to class, study, work, practice/play sports, participate in clubs and activities, eat, socialize, decompress, and generally experience life. Registering for classes, signing up for clubs and getting a job are all good things to do, but if you over-schedule your time, you are setting yourself up for disaster. You can think about budgeting your time with this table:

**Number of Hours/Week You Spend on Work, Sports, and Clubs, Combined**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **45-50** | Caution | Caution | Bad Idea | Bad Idea | Disaster! | Disaster! | Disaster! | Disaster! | Disaster! |
| **40-45** | Good Plan | Caution | Caution | Bad Idea | Bad Idea | Disaster! | Disaster! | Disaster! | Disaster! |
| **35-40** | Good Plan | Good Plan | Caution | Caution | Bad Idea | Bad Idea | Disaster! | Disaster! | Disaster! |
| **30-35** | Good Plan | Good Plan | Good Plan | Caution | Caution | Bad Idea | Bad Idea | Disaster! | Disaster! |
| **25-30** | Good Plan | Good Plan | Good Plan | Good Plan | Caution | Caution | Bad Idea | Bad Idea | Disaster! |
| **20-25** | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Caution | Caution | Bad Idea | Bad Idea |
| **15-20** | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Caution | Caution | Bad Idea |
| **10-15** | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Caution | Caution |
| **5-10** | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Caution |
| **0-5** | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan | Good Plan |
|  | **4-5** | **6-7** | **8-9** | **10-11** | **12-13** | **14-15** | **16-17** | **18-19** | **20+** |

**Number of College Credits You Are Registered For**

If your combination of the number of credits you are registered for and the number of hours per week you plan to spend on work, sports and clubs lands you in the “Bad Idea” (orange) or “Disaster!” (red) zone of the chart above, you should seriously consider cutting back on your commitments. If you are working to pay tuition and then you have to retake a course because you didn’t have the time to put into it because you were working, you can find yourself in a vicious cycle of pain. Try to find a job that respects your schedule-demands and pays enough that you can work fewer hours. Schedule blocks of time for things that are important for your success (such as studying and taking care of your health). If you choose wisely how to spend your time, you will get more out of every minute. And don’t forget that healthy minds require downtime too – Take care of yourself.