

168 HOUR ASSIGNMENT

There are only so many hours in a week. Most of us have busy schedules, so it's important to think about the way you current spend your time and then plan how you could organize and plan your time for your online course. For this assignment, you'll be asked to assess your **current schedule** and the **hourly amount of time spent on various activities**. You'll then be asked to create a tentative weekly schedule where you set aside time specifically for your online class.

PART 1: YOUR CURRENT SCHEDULE

Directions: Fill in the table below with your current schedule.

Note: This is the schedule I try to keep when I am enrolled in a class. However, there are always deviations to accommodate my family's schedules. My family time, meal times, personal time, and downtime overlap and blend and are interchangeable. My own personal time tends to be my school time; however, that's probably the case for most working mothers. My work also demands me to be physically present and running the office but they are flexible with my time. This is my sixth on-line class, third one using Canvas. Although each professor uses Canvas in a very different manner and utilizes each of its tools differently, I've found it easy to use. I'm not a big fan of the mobile application but it works well enough when posting. Thus far I've been successful with the schedule. It becomes stickier when I take multiple classes at multiple schools. Fortunately, in the past year my classes have overlapped but never started and ended at the same time.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:45--6:30 AM	Get Up, Get Ready for Work, Make Breakfast, Lunches and Prepare for Day					Saturdays are reserved for hikes, walking the dog, errands, house cleaning, yard work, soccer games, birthday parties, etc. I try not to have anything for	
6:30 --7:00 AM	Drive to work (20-30 minutes, depending on stop lights/train.)						
7:00—7:30 AM	Turn on computer, check emails, check Canvas for posts, assignments, etc.						
7:30 AM	Work: On a typical day I begin my work day at 7:30 am and work through until 1:00 pm.				Work 7:30 AM —2:00 PM on Fridays		Spend .5 hour in the morning going through e-mails and Canvas.
10:00 AM							
11:00 AM							
12:00 PM							

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1:00 1:30 PM	Normally I eat my lunch while checking Canvas, emails or catching up on reading for an assignment(s). The time varies if I am hungry earlier or later in a day. But I try to stay on a schedule. There are days when I have lunch meetings and I deviate from this.					work or school on Saturdays, if possible.	
1:30 PM	Continue my work day.						
2:00 PM							
3:00 PM							
4:30 PM							
4:30--5:00 PM	Drive home.				Leave at 2:00 pm to pick up my daughter, meet my son and husband for an early dinner and family time.		
5:30--6:00 PM	Check in with husband/kids, see how everyone day has gone. Either make dinner or if it's someone else days, I do the dishes.						
6:00--9:00 PM	This is usually the time I take sit at my computer and continue with weekly assignments, projects, postings, reading, etc. This is anywhere from 2-3 hours.						
9:00--10:00 PM	Take a shower, prepare for bed, and watch tv, read or knit.						
						3:00—6:00 pm School: Reading, prepare assignments, posting, etc.	
						6:00—8:00 PM Watch Walking Dead and Talking Dead with my husband and son.	

PART 2: 168 HOUR EXERCISE

Directions: Based on your schedule above, write down how much time you intend to spend on average in a week for each of the following activities:

Activity	Time Spent (in Hours)
Sleep (hours per night x 7)	52.5
Meals (hours per day x 7)	6.0
Classes (current credit hours x 3)	18.0
Work	43.0
Commute Time for classes and/or work	7.0
Family/Friend Time	15.0
Activities (hobbies, exercise, spiritual practice, etc.)	4.0
Extra Responsibilities (chores, obligations, etc.)	8.0
Personal Care	10.5
Free Time	2.0
Other:	2.0
Total=	168.0 Hours
168-Total=	Hours Remaining

Note: You may want to assess your workload if you are spending more than **65 hours per week on Classes and Work**. Being a successful student requires that you also have time to get enough rest and take care of yourself!

PART 3: ONLINE COURSE STUDY SCHEDULE

Directions: Fill in the chart below with a tentative weekly study schedule for your online course. Please keep in mind that the amount of time you should put into your class is the following:

- For **16 Week Semester:** *Credit Hours X 3*
- For an **8 week Semester:** *Credit Hours X 6*
- For a **6 Week Semester:** *Credit Hours X 7.8*

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30am--8:00am	0.5	0.5	0.5	0.5	0.5	Saturdays are reserved for hikes, errands, cleaning, soccer games, etc.	0.5
1:00pm –1:30pm	0.5			0.5	Afternoon and evening are spent with my husband and kids		
3:00pm—6:00pm							3.0 hours
6:00 pm—8:30		2.5		2.5			
6:00pm – 9:00pm	3.0		3.0				
DAILY TOTALS	4.0	3.0	3.5	3.5	0.5		3.5

Activities adapted from:

- "Planning Your 168-Hour Work Week." *University of Redlands Academic Success Center.* Academic Success and Disability Services. Web. 4 Feb 2014. <http://www.redlands.edu/docs/StudentLife/168_Hour_Week.pdf>.
- "How to Spend your 168 Hours A Week Wisely." *Delta College.* Teaching Learning Center. 2009. Web. 4 Feb 2014.