# Study time calculator

The Open University

Fill in the blank table below to calculate where to plan study time.

This will help you to focus on your existing commitments and to see where you have blocks of time available to concentrate on your studies.

## Instructions

* + Think carefully about how your week is planned. Think about the activities that you’re already committed to during the week and the amount of time each takes.
	+ The most common activities are already listed for you. There is also space to enter in any others you may have to the table.
	+ For each day, fill in the amount of time you’re likely to be spending on each of these activities. Leave blank any that aren’t relevant on particular days.
	+ For each activity, add up the amount of hours you’ve entered and fill the total in the final column on the right.
	+ Add up the amount of time you’ve entered in each column and add it to the Total committed hours row at the bottom of the table – this is your commitments for that day.
	+ Once you have a total, you need to take this away from 24. So, if your total amount of hours adds up to 12, you would calculate, 24 - 12 (your committed hours). That gives you 12 free hours for study for that day.
	+ Add up all the figures in the Time allocated for study row to get your total for the week.

## Study time calculator grid

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **Mon** | **Tues** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** | **Weekly****Totals** |
| Work hours |  |  |  |  |  |  |  |  |
| Travelling time |  |  |  |  |  |  |  |  |
| Quality family time |  |  |  |  |  |  |  |  |
| TV/Reading |  |  |  |  |  |  |  |  |
| Socialising |  |  |  |  |  |  |  |  |
| Housework/ Gardening |  |  |  |  |  |  |  |  |
| Shopping |  |  |  |  |  |  |  |  |
| Exercise/Health |  |  |  |  |  |  |  |  |
| Eating |  |  |  |  |  |  |  |  |
| Sleeping |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Hours in the day** | **24** | **24** | **24** | **24** | **24** | **24** | **24** | **168** |
| **Total committed hours** |  |  |  |  |  |  |  |  |
| **Time available for study** |  |  |  |  |  |  |  |  |