

Aurora Employee Assistance Program



A Personal Time Survey

This survey is to assist you in determining the amount of time spent on each activity throughout the week. When taking the survey, estimate the amount of time you spent on each item. Once you have this amount, multiply it by seven. This will give you the total time spent on the activity in one week. After each item's week time has been calculated, add all these times for the grand total. Subtract this from 168, the total possible hours per week.

1. Number of hours of sleep each night _____ x 7 = _____
 2. Number of grooming hours per day _____ x 7 = _____
 3. Number of hours for meals and snacks (including preparation time) _____ x 7 = _____
 4. Total travel time
Weekdays _____ x 5 = _____
Weekends _____ x 2 = _____
 5. Number of hours per week for regularly scheduled functions
(TV, hobbies, school, child activities, clubs, church,
volunteer work) _____
 6. Number of hours per day for chores, errands, extra grooming _____ x 7 = _____
 7. Number of hours of work per week _____
 8. Number of hours per week socializing,
use of cell phone _____
- Total _____
- 168 minus _____ = _____

The amount remaining give you an idea of potential extra time in your week or time that you have allotted for personal time.