

**Reality Check: A Sample Personal Math Worksheet  
How Much Time Do You Really Have to Prepare?**

**2014  
Exam**

**Starting Point: There are 168 hours in a week.**

Below is a sample worksheet. Complete your own personal worksheet using this template or one similar to it. If you create an Excel spreadsheet, as circumstances change you can very quickly recalculate the time you have available each week.

		Hours Remaining
Activity	Minus Hours Per Week	168
Work <sup>1</sup>	(55)	113
Commuting time	( 6)	107
Family time <sup>2</sup>	(26)	81
Personal time <sup>3</sup>	( 8)	73
Community involvement	( 4)	69
Time spent sleeping (8 hrs. a night)	(56)	13
	Time remaining for CTP Exam prep	13

<sup>1</sup> **Work:** Include anything associated with work including travel for business.

<sup>2</sup> **Family time:** Include all hours associated with family time: driving children to various activities, helping with homework, preparing and eating meals, attending religious services, etc.

<sup>3</sup> **Personal time:** Include all hours associated with golfing, exercise, yoga, downtime, reading for pleasure, etc.

In this sample worksheet, this individual has 13 hours available per week to study for the CTP Exam. If your own personal math worksheet resulted in less hours, you would need to determine where best to “carve out time” from the various activities.

Many employers require that an individual obtain the CTP for continued employment. If this is the case, approach your manager and ask for flex time. In this example, if the employer were to allow this employee to work a half a day once a week, the individual would be able to add 4 extra hours to the study schedule for a total of 17..

Remember, passing the CTP Exam is a numbers game. The numbers begin with your Personal Math Worksheet.