

Time Management Worksheet

TIME MANAGEMENT							
Record ALL of your scheduled activities for the week, including the actual time you are in class. Schedule two (2) hours of out-of-class STUDY TIME for each hour you spend in class. Block out time for laundry, meals, naps, exercise, recreation, etc.							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5-5:50am							
6-6:50am							
7-7:50am							
8-8:50am							
9-9:50am							
10-10:50am							
11-11:50am							
12-12:50pm							
1-1:50pm							
2-2:50pm							
3-3:50pm							
4-4:50pm							
5-5:50pm							
6-6:50pm							
7-7:50pm							
8-8:50pm							
9-9:50pm							
10-10:50pm							
11-11:50pm							
12-12:50am							
1-1:50am							
2-2:50am							
3-3:50am							
4-4:50am							