

Time Management 1.3: Weekly Calendar Actual

Year: 2010

Week: 3

Monday First

Month: October

Start Time:

Week

Weekly Calendar

October 11, 2010 -
October 17, 2010

September 2010 **October 2010** November 2010

M	T	W	Th	F	Sa	Su	T	W	Th	F	Sa	Su	W	Th	F	Sa	Su
		1	2	3	4	5				1	2	3	4	5	6	7	
6	7	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	18	19	20	21
20	21	22	23	24	25	26	20	21	22	23	24	25	26	27	28		
27	28	29	30				25	26	27	28	29	30					

October

	Mon-11	Tue-12	Wed-13	Thu-14	Fri-15	Sat-16	Sun-17
6 AM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
7 AM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
8 AM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
9 AM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
10 AM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
11 AM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
12 PM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
1 PM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
2 PM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
3 PM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
4 PM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity

Template Instructions

First, choose the year, month, week, and daily start time using the controls at the top of the 'Weekly Schedule' worksheet. Then enter events by selecting from the drop-down menus in each cell.

If you need to save what you have entered for a specific week, go to File>SaveAs and save a copy of the file.

Activity Instructions

Use the Weekly Schedule worksheet to create a schedule for the week to come. Categorize your time by selecting from the drop-down menu in each cell. As you move through the week, use the second worksheet 'Weekly Calendar Actual' to track actual time spent. Finally, refer to the

5 PM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
	:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
6 PM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
	:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
7 PM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
	:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
8 PM	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity
	:30	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity	Choose Activity

time spent. Finally, refer to the third worksheet to see a breakdown of the variance between how you scheduled your time vs. how you actually spent it. Pay close attention to the categories of time that vary the greatest.

Time Management 1.3: Time Allocation Comparison

Activity	Scheduled	Actual	Difference
Sleep	0:00	0:00	0:00
Class	0:00	0:00	0:00
Work	0:00	0:00	0:00
Family/Friends/Dating	0:00	0:00	0:00
Study	0:00	0:00	0:00
Personal care (includes chores, grooming)	0:00	0:00	0:00
Preparing and eating meals	0:00	0:00	0:00
Travel/commuting	0:00	0:00	0:00
Exercising	0:00	0:00	0:00
Co-curricular activities	0:00	0:00	0:00
Community service	0:00	0:00	0:00
Spiritual/religious activities	0:00	0:00	0:00
Hobbies	0:00	0:00	0:00
Downtime	0:00	0:00	0:00
Online or media time (for fun)	0:00	0:00	0:00
Other	0:00	0:00	0:00

Template Instructions

First, choose the year, month, week, and daily start time. Then, use the controls at the top of the 'Weekly Schedule' worksheet to enter events by selecting from the drop-down menu.

If you need to save what you've entered for a specific week, go to File > Save As and save a new file.

Activity Instructions

Use the Weekly Schedule worksheet to create a schedule for the week to come. Categorize your time by selecting from the drop-down menu in each cell. As you move through the worksheet, the second worksheet 'Weekly Calendar Actual' will track the time spent. Finally, refer to the third worksheet to see a breakdown of the variance between what you scheduled your time for and what you actually spent it. Pay attention to the categories that vary the most.

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