

# Time Management— Your To Do List Template

WEEKLY TO DO LIST

WEEK OF \_\_\_\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Reading/ Assignments							
Studying or Preparing Papers							
Responsibilities for Co-Curricular Activities							
Goals for the Week							

# Time Management— Master Calendar Template

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							
12 Midnight							
1 a.m.							

1. List all standard weekly obligations: such as classes, work, and meetings.
2. Reserve three to four hours a day seven days a week for studying. The best times to study are in the morning and early afternoon—even if you are a night person. Try to schedule study hours as early in the day as possible.
3. Reserve time for meals, exercise, free time, laundry, co-curricular activities and errands.
4. Try to get at least seven hours of sleep a night.

