

Time Management Worksheet

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

How to Use the Time Management Worksheet

PART A: Identify Obligated Time

1. Fill in all of your classes.
2. Fill in the hours you work
3. Fill in the time it takes to get ready and travel between home, school, and work.
4. Fill in any other regular appointments (church, transporting children, etc.)
5. Fill in a Lunch and Dinner Break. Include time for food preparation
6. Establish a set time to go to sleep and get up in the morning

PART B: Identify Free Time

1. Assign time for studying for each class.
2. Allow 3-4 hours for each hour spent in class per week.
3. Try to study for classes on the days they meet.
4. Use large blocks for major tasks, smaller blocks for reviews.
5. Schedule regular breaks and rewards for completing a task—don't marathon study.
6. Schedule fun events-- recreation, watching television, going out with friends.

PART C: Analyze Your Situation

1. Have you found "hidden time" you didn't know you had?
2. Is there enough time available to study for all your classes?
3. If your schedule cannot accommodate all the demands on your time, see a counselor.
4. If your schedule looks reasonable, then stick to it!

Effective aids:

- **Create a simple "To Do" list**

This simple program will help you identify a few items, the reason for doing them, a timeline for getting them done, and then printing this simple list and posting it for reminders.

- **Daily/weekly planner**

Write down appointments, classes, and meetings on a chronological log book or chart.

If you are more visual, sketch out your schedule

First thing in the morning, check what's ahead for the day
always go to sleep knowing you're prepared for tomorrow

- **Long term planner**

Use a monthly chart so that you can plan ahead.

Long term planners will also serve as a reminder to constructively plan time for yourself

** Adapted by and RESOURCE: <http://www.studygs.net/timman.htm>