

# MONDAY

# TUESDAY

# WEDNESDAY

# THURSDAY

6 am	6 am	6 am	6 am
7 am	7 am	7 am	7 am
8 am	8 am	8 am	8 am
9 am	9 am	9 am	9 am
10 am	10 am	10 am	10 am
11 am	11 am	11 am	11 am
12 pm	12 pm	12 pm	12 pm
1 pm	1 pm	1 pm	1 pm
2 pm	2 pm	2 pm	2 pm
3 pm	3 pm	3 pm	3 pm
4 pm	4 pm	4 pm	4 pm
5 pm	5 pm	5 pm	5 pm
6 pm	6 pm	6 pm	6 pm
7 pm	7 pm	7 pm	7 pm
8 pm	8 pm	8 pm	8 pm
9 pm	9 pm	9 pm	9 pm
10 pm	10 pm	10 pm	10 pm

# Weekly Schedule

FRIDAY

SATURDAY

SUNDAY

NOTES

6 am	6 am	6 am	
7 am	7 am	7 am	
8 am	8 am	8 am	
9 am	9 am	9 am	
10 am	10 am	10 am	
11 am	11 am	11 am	
12 pm	12 pm	12 pm	
1 pm	1 pm	1 pm	
2 pm	2 pm	2 pm	
3 pm	3 pm	3 pm	
4 pm	4 pm	4 pm	
5 pm	5 pm	5 pm	
6 pm	6 pm	6 pm	
7 pm	7 pm	7 pm	
8 pm	8 pm	8 pm	
9 pm	9 pm	9 pm	
10 pm	10 pm	10 pm	

# Time Management Worksheet

Hours Spent in Classes/Labs \_\_\_\_\_

Hours Studying ( 2 x Credit Hours) \_\_\_\_\_

Sleep & Naps (7 x \_\_\_\_ Hours/Day) \_\_\_\_\_

Meals (7 x \_\_\_\_ Hours/Day) \_\_\_\_\_

Hygiene (7 x \_\_\_\_ Hours/Day) \_\_\_\_\_

Self-Care Activities (7 x \_\_\_\_ Hours/Day)  
*(exercise, meditation, TV, reading, hobbies, etc.)* \_\_\_\_\_

Communication (7 x \_\_\_\_ Hours/Day)  
*(texting/calling, social media, emailing, etc.)* \_\_\_\_\_

Work/Volunteering (Total Hours/Week) \_\_\_\_\_

Involvement/Activities (Total Hours/Week)  
*(meetings, events, sports, religion, lessons, etc.)* \_\_\_\_\_

Commute/Travel Time (Total Hours/Week) \_\_\_\_\_

Family Commitments (Total Hours/Week) \_\_\_\_\_

Social Activities (Total Hours/Week) \_\_\_\_\_

Housekeeping/Errands (Total Hours/Week)  
*(laundry, meal planning, cleaning, etc.)* \_\_\_\_\_

**TOTAL** \_\_\_\_\_

*Total Number of Hours in a Week*

168

*Under 168 Hours? You have EXTRA Time*  
*Over 168 Hours? You're OVER-COMMITTED*