

# Time Management Chart

DIRECTIONS: Record your daily activities and how much time they take, including the weekend. Use a different color for each activity (e.g. eating, sleeping, travel time to & from school, class time, extracurricular clubs/activities, study time, homework, leisure).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 AM							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12 PM							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							