

TIME MANAGEMENT

worksheet

Complete the following **Time Management Worksheet**. Include the following in your worksheet: class time, work schedule, sleep time, club/student activity meetings, study time as well as personal time fun time. Please be as specific as possible. Feel free to include any additional items not mentioned above that occur on a regularly scheduled basis.

Remember: It is recommended that for every hour you spend in the classroom, that you study a minimum of 3 hours outside of class. For example, a three credit hour class would require at least 9 hours of study time per week.

| | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|----------|--------|--------|---------|-----------|----------|--------|----------|
| 6:00 AM | | | | | | | |
| 7:00 AM | | | | | | | |
| 8:00 AM | | | | | | | |
| 9:00 AM | | | | | | | |
| 10:00 AM | | | | | | | |
| 11:00 AM | | | | | | | |
| 12:00 PM | | | | | | | |
| 1:00 PM | | | | | | | |
| 2:00 PM | | | | | | | |
| 3:00 PM | | | | | | | |
| 4:00 PM | | | | | | | |
| 5:00 PM | | | | | | | |
| 6:00 PM | | | | | | | |
| 7:00 PM | | | | | | | |
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