

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							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							
12:00 am							
1:00 am							
2:00 am - 5:00 am							

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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							
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6:00							
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10:00							
11:00							