

# Time Management Worksheet

<b>Time</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
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!

## **If You Need Help Using This Worksheet:**

1. The Academic Achievement Center has completed examples of this worksheet as well as books and video tapes that will give you additional information about time management.
2. Ask any AAC instructor for assistance. He or she will be glad to help!