

# 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!