

# Assignment Tracker

**CLASS:**
**SEMESTER:**

SUBJECT	DESCRIPTION	DUE DATE	DONE
			✓

**IMPORTANT NOTES**

# **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 SUCCESS COACH.**
- 4. IF YOUR SCHEDULE LOOKS REASONABLE, THEN STICK TO IT!**