

Time Management Planner

1. Complete this schedule for how you spend a “typical” 24-hour day

Daily Activities	Hours Spent
Sleeping	
Personal care/Grooming	
Meal Preparation/Eating/Clean Up	
Family Commitments	
Socializing with friends/significant other	
Relaxing/TV/Video Games (alone)	
Travel (to/from work/school)	
Work/Internship	
In class time	
Studying	
Other	
Total:	

2. Does your schedule add up to 24 hours? Did you exceed 24 hours?

3. Write your top 3 priorities from the list above:

4. Are you satisfied with the amount of time you spend on your priorities? If not, rewrite your ideal schedule below:

Daily Activities	Hours Spent
Sleeping	
Personal care/Grooming	
Meal Preparation/Eating/Clean Up	
Family Commitments	
Socializing with friends/significant other	
Relaxing/TV/Video Games (alone)	
Travel (to/from work/school)	
Work/Internship	
In class time	
Studying	
Other	
Total:	

5. Now plan out an ideal week using the time table on the next page. Keep this schedule in a visible location during the term and try to stick to this schedule as best as you can.

	SUNDAY	MONDAY	TUESDAY	WED	THURS	FRIDAY	SAT
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