

Time Management Worksheet

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							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							

Step 1: Block out all of your committed time such as class meeting times, work hours, sleeping time, etc...

Step 2: Next, with a different color pen or pencil, block out time to study so that you are putting a total of 15 hours of studying/class attendance for each 5 credit class, and 6 hours of studying/class attendance for a two-credit class.