



# Time Management Worksheet



The **Time Management Worksheet** is a great way to organize your schedule and find time to do the things you love. Depending on how often your regular schedule changes the grid could be filled out on a weekly or monthly basis.

**Directions:** Fill in your . . .

1. Class Schedule
2. Work Schedule
3. Other Activities/Commitments
4. Necessities (*meals, study, work-out, and/or sleep*)

| TIME     | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|----------|--------|---------|-----------|----------|--------|----------|--------|
| 6:00 AM  |        |         |           |          |        |          |        |
| 6:30 AM  |        |         |           |          |        |          |        |
| 7:00 AM  |        |         |           |          |        |          |        |
| 7:30 AM  |        |         |           |          |        |          |        |
| 8:00 AM  |        |         |           |          |        |          |        |
| 8:30 AM  |        |         |           |          |        |          |        |
| 9:00 AM  |        |         |           |          |        |          |        |
| 9:30 AM  |        |         |           |          |        |          |        |
| 10:00 AM |        |         |           |          |        |          |        |
| 10:30 AM |        |         |           |          |        |          |        |
| 11:00 AM |        |         |           |          |        |          |        |
| 11:30 AM |        |         |           |          |        |          |        |
| 12:00 PM |        |         |           |          |        |          |        |
| 12:30 PM |        |         |           |          |        |          |        |
| 1:00 PM  |        |         |           |          |        |          |        |
| 1:30 PM  |        |         |           |          |        |          |        |
| 2:00 PM  |        |         |           |          |        |          |        |
| 2:30 PM  |        |         |           |          |        |          |        |
| 3:00 PM  |        |         |           |          |        |          |        |
| 3:30 PM  |        |         |           |          |        |          |        |
| 4:00 PM  |        |         |           |          |        |          |        |
| 4:30 PM  |        |         |           |          |        |          |        |
| 5:00 PM  |        |         |           |          |        |          |        |
| 5:30 PM  |        |         |           |          |        |          |        |
| 6:00 PM  |        |         |           |          |        |          |        |
| 6:30 PM  |        |         |           |          |        |          |        |
| 7:00 PM  |        |         |           |          |        |          |        |
| 7:30 PM  |        |         |           |          |        |          |        |
| 8:00 PM  |        |         |           |          |        |          |        |
| 8:30 PM  |        |         |           |          |        |          |        |
| 9:00 PM  |        |         |           |          |        |          |        |
| 9:30 PM  |        |         |           |          |        |          |        |
| 10:00 PM |        |         |           |          |        |          |        |
| 10:30 PM |        |         |           |          |        |          |        |
| 11:00 PM |        |         |           |          |        |          |        |

NAME:

Student ID:

DATE:

