



Time Management Worksheet

This worksheet is to help you plan your time more efficiently. Include the following in your worksheet: class time, work schedule, sleep time, club/student activity meetings, study time as well as personal time/fun time. Please be as specific as possible. Include any additional items not mentioned above that occur on a regularly scheduled basis.

Remember: It is recommended that for every hour you spend in the classroom, that you study a minimum of 3 hours outside of class. For example, a three credit hour class would require at least 9 hours of study time per week.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							
12:00 am							
1:00 am							
2:00 am - 5:00 am							