



Managing Your Time

WEEKLY CALENDAR

* Please fill in each time slot then record total hours at the top of the worksheet.

*Make sure to include all activities and travel time in your schedule.

Semester units _____

Study hours per week _____

Work hours per week _____

Hours in class _____

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
School Priorities	6:00 - 7 :00 AM							
	7:00 - 8:00 AM							
	8:00 - 9:00 AM							
	9:00 - 10:00 AM							
	10:00 - 11:00 AM							
	11:00 AM - Noon							
	Noon - 1:00 PM							
	1:00 - 2:00 PM							
Personal Priorities	2:00 - 3:00 PM							
	3:00 - 4:00 PM							
	4:00 - 5:00 PM							
	5:00 - 6:00 PM							
	6:00 - 7:00 PM							
	7:00 - 8:00 PM							
	8:00 - 9:00 PM							
	9:00 - 10:00 PM							
Weekly To Do List:	11:00 PM - Midnight							
	1:00 - 2:00 AM							