

Weekly Time Management Chart

List all fixed commitments for each day during a given week (i.e. classes, study time, work, eating, sleep, chores, volunteering). Consider using different color ink to differentiate your various activities. This will help you to see what you need to do and where you might need to be at any given time. Of course your schedule might need to be adjusted.

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
4am					
5am					
6am					
7am					
8am					
9am					
10am					
11am					
12 noon					
1pm					