

Time Management Schedule

Fill in the blank schedule and put a total number of study hours at the bottom.

Use different colors to note similar daily events, for example fill in all time blocks for work in **Blue**, **Red** for daily tasks , **Yellow** for class time, and **Green** for study time.

Save your file and print it out in color, or print it out and then color it by hand.

Use the worksheet tabs below to move to the "Blank Schedule" to start or to see a sample schedule.

Time Schedule

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

[illegible]

Time Schedule Sample

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6-7 am							
7-8 am		Study Time	English 1	Study Time	English 1	Study Time	
8-9 am	Wash Clothing	Math 110	English 1	Math 110	English 1	Math 110	Wash Car
9-10 am	Study Time	Math 110		Math 110		Math 110	Study Time
10-11 am	Study Time	Study Time	Learn 11	Study Time	Learn 11	Study Time	Study Time
11-12 pm		Political Science	Study Time	Political Science	Study Time	Political Science	
12-1 pm	Study Time	Lunch	Lunch	Lunch	Lunch	Lunch	Study Time
1-2 pm		Study Time	Study Time	Study Time	Study Time	Study Time	
2-3 pm		Study Time	Study Time	Study Time	Study Time	Study Time	Fun Time
3-4 pm							Fun Time
4-5 pm		Work	Work	Work	Work	Work	Fun Time
5-6 pm	Get Ready For School	Work	Work	Work	Work	Work	Fun Time
6-7 pm	Get Ready For School	Work	Work	Work	Work	Work	
7-8 pm		Work	Work	Work	Work	Work	
8-9 pm		Work	Work	Work	Work	Work	
9-10 pm							

Class	Days	Time	Units	Study Time
Math 110	M-W-F	8-10:00	4	8 hrs.
POLSC 1	M-W-F	11-12:00	3	6 hrs.
Learn 11	T-Th	9:30-11:00	2	4 hrs.
English 1	T-Th	7-9:00	3	6 hrs.
		Total	12	24 hrs.

