

Weekly Time Management Chart

List all fixed commitments for each day during a given week (i.e. classes, study time, work, eating, sleeping, social time, household chores, volunteering). Consider using different color ink to differentiate your various activities. This will help you identify 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 from time to time.

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

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12 midnight							