

Time Management: Weekly Task Sheet

Academic Success Center

Daily Task Sheet for the Week of: _____

SUNDAY

Course	Activity/Task	Due Date	Time Est.

MONDAY

Course	Activity/Task	Due Date	Time Est.

TUESDAY

Course	Activity/Task	Due Date	Time Est.

*Midweek check: As you approach the middle of the week, evaluate what tasks you have remaining above versus those you planned to complete during the second half of the week. Which tasks are more urgent/higher priority?

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WEDNESDAY

Course	Activity/Task	Due Date	Time Est.

THURSDAY

Course	Activity/Task	Due Date	Time Est.

FRIDAY

Course	Activity/Task	Due Date	Time Est.

SATURDAY

Course	Activity/Task	Due Date	Time Est.