Time Management Chart

- List all your scheduled items in <u>column one of a day</u> (i.e.: class, eating, working out, studying, work, hanging out w/ friends, what time you want to get up and go to bed, errands, naps, phone & internet time, etc.)

- At the end of the day, write what you ACTUALLY did in <u>column 2 of that day</u> so that you get a clear picture of what you did each day and how well you stuck to "managing your time.

TIME	Mon	Mon	Tues	Tues	Wed	Wed	Thurs	Thurs	Fri	Fri	Sat	Sat	Sun	Sun
7am														
8am														
9am														
10am														
11am														
Noon														
1pm														
2pm														
3pm														
4pm														
5pm														
6pm														
7pm														
8pm														
9pm														
10pm														
11pm														
12am														