

## Time Management Chart

- List all your scheduled items in column one of a day (i.e. French class, lunch, working out, studying, work, hanging out with friends, internet time, etc.).
- At the end of the day, write what you actually did in column two of that day, so you get a clear picture of what you do each day and how well you stick to managing your time.
- If you find out you are not managing your time well, make some changes. Remember the average is two hours of studying for one hour of class.

TIME	Mon	Mon	Tues	Tues	Wed	Wed
7 a.m.						
8 a.m.						
9 a.m.						
10 a.m.						
11 a.m.						
Noon						
1 p.m.						
2 p.m.						
3 p.m.						
4 p.m.						
5 p.m.						
6 p.m.						
7 p.m.						
8 p.m.						
9 p.m.						
10 p.m.						
11 p.m.						
Midnight						

TIME	Thurs	Thurs	Fri	Fri	Sat	Sat	Sun	Sun
7 a.m.								
8 a.m.								
9 a.m.								
10 a.m.								
11 a.m.								
Noon								
1 p.m.								
2 p.m.								
3 p.m.								
4 p.m.								
5 p.m.								
6 p.m.								
7 p.m.								
8 p.m.								
9 p.m.								
10 p.m.								
11 p.m.								
Midnight								

Notes: \_\_\_\_\_

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