

Time Management Sheet (p.1 of 2)

Think about how you usually spend each day. Write in what you usually do during each time of day. Include things like school, sleeping, travel time, meals, homework, chores, practices or lessons, getting ready for the day, and any other activities.

TIME	Monday	Tuesday	Wednesday	Thursday
6:00 – 7:00 a.m.				
7:00 – 8:00 a.m.				
8:00 – 9:00 a.m.				
9:00 – 10:00 a.m.				
10:00 – 11:00 a.m.				
11:00 – 12:00 noon				
12:00 – 1:00 p.m.				
1:00 – 2:00 p.m.				
2:00 – 3:00 p.m.				
3:00 – 4:00 p.m.				
4:00 – 5:00 p.m.				
5:00 – 6:00 p.m.				
6:00 – 7:00 p.m.				
7:00 – 8:00 p.m.				
8:00 – 9:00 p.m.				
9:00 – 10:00 p.m.				
10:00 – 11:00 p.m.				
11:00 – 12 midnight				
12:00 – 1:00 a.m.				
1:00 – 2:00 a.m.				
2:00 – 3:00 a.m.				
3:00 – 4:00 a.m.				
4:00 – 5:00 a.m.				
5:00 – 6:00 a.m.				



Time Management Sheet (p.2 of 2)

Think about how you usually spend each day. Write in what you usually do during each time of day. Include things like school, sleeping, travel time, meals, homework, chores, practices or lessons, getting ready for the day, and any other activities.

TIME	Friday	Saturday	Sunday
6:00 – 7:00 a.m.			
7:00 – 8:00 a.m.			
8:00 – 9:00 a.m.			
9:00 – 10:00 a.m.			
10:00 – 11:00 a.m.			
11:00 – 12:00 noon			
12:00 – 1:00 p.m.			
1:00 – 2:00 p.m.			
2:00 – 3:00 p.m.			
3:00 – 4:00 p.m.			
4:00 – 5:00 p.m.			
5:00 – 6:00 p.m.			
6:00 – 7:00 p.m.			
7:00 – 8:00 p.m.			
8:00 – 9:00 p.m.			
9:00 – 10:00 p.m.			
10:00 – 11:00 p.m.			
11:00 – 12 midnight			
12:00 – 1:00 a.m.			
1:00 – 2:00 a.m.			
2:00 – 3:00 a.m.			
3:00 – 4:00 a.m.			
4:00 – 5:00 a.m.			
5:00 – 6:00 a.m.			