## My weekly schedule: Time management exercise

Determine how you spend a typical week.
As you enter the hours or parts of hours for each activity, that amount is subtracted from each day's total.
Do you have as much time in the day as you thought?
Are you using your time wisely?

| Hours remaining: |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Daily Activities: | Mon | Tues | Wed | Thu | Fri | Sat | Sun |
| Classes: |  |  |  |  |  |  |  |
| Studying: |  |  |  |  |  |  |  |
| Sleeping: |  |  |  |  |  |  |  |
| Exercise/sports: |  |  |  |  |  |  |  |
| Work/internship: |  |  |  |  |  |  |  |
| Family commitments: |  |  |  |  |  |  |  |
| Personal care/grooming: |  |  |  |  |  |  |  |
| Meal <br> preparation/eating/cleanup: |  |  |  |  |  |  |  |
| Transportation (school, work, etc): |  |  |  |  |  |  |  |
| Relaxing: TV/gaming, etc.: |  |  |  |  |  |  |  |
| Socializing \& friends: |  |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |  |

