



TIME MANAGEMENT Worksheet

Directions: Pick a typical workday and schedule your day to include school and all regular activities including commute, meal preparation, eating, grooming, working, leisure, studying, etc.

Try to be as realistic as possible.

Then “try on” your scheduled day and discuss it with your family and Career Counselor.

Time	Activity	Notes
4 a		
5 a		
6 a		
7 a		
8 a		
9 a		
10 a		
11 a		
12 p		
1 p		
2 p		
3 p		
4 p		
5 p		
6 p		
7 p		
8 p		
9 p		
10 p		
11 p		
12 a		
1 a		
2 a		
3 a		

Are there additional circumstances that might prevent you from dedicating hours to weekly school requirements such as:

Childcare issues, sick children

Extra work shifts

Family obligations

Planned events

Home repairs

Computer repairs

Illness

Fatigue

Other: