

Time Management Grid

My schedule

Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
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12:00							
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10:30							
11:00							
11:30							
12:00							
12:30							
1:00							

The Time Management Grid is a great way to organize your schedule and find time to do the things you want to do. Depending on how often your regular schedule changes the Time Management grid could be filled out on a weekly, monthly or quarterly basis.

Directions:

Step 1: Fill in your **class schedule**. *Put in as much information as you want, location, time, professor's name etc.*

Step 2: Fill in your **work schedule**. *Some jobs set a work schedule for the entire quarter. If your work schedule changes every week, then you will need to fill out the grid each week.*

Step 3: Fill in **other activities**. *This could include student organizations, sports practices, advisor meetings- any regular commitment you have.*

Step 4: Fill in **the necessities**. *This includes what times to **wake up** and go to **sleep**, when to eat your **meals**, when to **study**, **work out** or do other necessary activities. It's important to actually schedule time to eat meals each day, because when you are eating rushed meals or snacks throughout the day you are more likely to eat less healthy foods. Scheduling time to study or do homework is crucial. By working study time into your regular schedule, it holds you accountable and provides you the time to get your school work done.*

Step 5: Check out the **free time**. *All the rest of the blank space on there is personal time for you. Spend it with your friends, participating in hobbies or relaxing.*

Time Management Tips:

- Keep a detailed planner or Time Management Grid
- Plan out your time
- Prioritize
- Avoid over-committing
- Take responsibility for time management