

# Time Management Worksheet

Create your new ideal schedule below: You can start with a day or construct a whole week. Be sure to include the changes you wish to make for yourself and don't forget to include your top priorities. You will need time to take care of yourself. For instance, when will you sleep, eat, etc.?

What do you spend time on that you will remove or reduce in your weekly schedule?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many hours are you spending in class each week?

\_\_\_\_\_

How many hours have you devoted to studying each week?

\_\_\_\_\_

List any additions you want to add to your weekly schedule: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight							
0100							
0200							
0300							
0400							
0500							
0600							
0700							
0800							
0900							
1000							
1100							
1200							
1300							
1400							
1500							
1600							
1700							
1800							
1900							
2000							
2100							
2200							
2300							

Name: \_\_\_\_\_

ROTC Program: \_\_\_\_\_