

Time Management Worksheet

Name _____ Due date _____

Time of day	Monday,	Tuesday,	Wednesday,	Thursday,	Friday,	Saturday,	Sunday,
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 p.m.							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							

12 a.m.							
1 a.m.							
2 a.m.							
3 a.m.							
4 a.m.							
5 a.m.							
6 a.m.							

Guidelines:

For each day fill in what you did during all hours. This does not need to be elaborate. A few words or one word are/is enough.

But pay close attention to *how* you spend your time:

Pay attention to how much time you need for each subject in school and outside of school.

Pay attention to how much time you spend sleeping. Are you getting enough sleep? **Sleep is not wasted time.**

How much time do you spend eating? Are you eating properly, healthily, and regularly? **Eating is not wasted time.**

How much time do you spend relaxing/taking breaks? You need to take enough breaks during studying and doing homework, so you can still be productive. **Breaks are not wasted time.**

How much time do you spend playing sports/being physically active? Physical activity is important. It enables you to focus better on your school work. **Physical activity is not wasted time.**

How much time do you spend on social media and online? **You *can* spend your time on social media and online productively. It is important to stay in touch with your friends. But, let's face it, you can also waste a lot of time on social media/online.**

How much time do you spend gaming? **Gaming *can* help train certain cognitive skills that can be helpful for your studies.** But gaming at the expense of doing your schoolwork or spending time with your friends face-to-face is not helpful in the long run.

How much time do you spend watching TV or watching things online? **You *can* watch things that will help you learn, but not everything you watch will be helpful.**

How much time do you spend reading outside of class? **The more you read, the better your marks/grades in school will get.**

And finally, how much time do you spend really just completely wasting time? How exactly are you wasting your time?

List at least five (5) ways in which you waste time on a regular basis:

1. _____
2. _____
3. _____
4. _____
5. _____

List at least five (5) strategies you plan to follow in the future to fix your time management:

1. _____
2. _____
3. _____
4. _____
5. _____