

Time Management Schedule

Use this weekly schedule worksheet to fill in all of your time commitments each week to see if you are in a position to return to school OR if you are able to adjust your current schedule to accommodate returning to school. Remember, you need to allow for study time, which should be AT LEAST 3-5 hours per class outside of the classroom time. Be sure to include time for working, eating, grooming, pick up/drop off kids at school/events, community involvement, family time and personal time.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							