

Time Management Tools

Student Health Services is here to help! Click to open the file and download to print these tools to organize your time. At Student Health Services we understand that nothing is a one-size-fits-all, meet with us to chat about what has and hasn't worked for you in the past.

We're here to support you! Contact us!

healthservices@cabrillo.edu

831-479-6435

Tools for Time Management Workshop [Slide Deck](#) - [Handout](#)

View the slideshow and handout from our Tools for Time Management workshop.

Tools for Time Management Workshop for Families [Slideshow](#)

View the slideshow and handout from our Tools for Time Management workshop for families.

[How to Build an Agenda](#)

A breakdown of the steps to build an agenda

[Getting things Done Activity Sheet \(printable\)](#)

Useful way to breakdown to-do list into manageable steps

These templates are examples of different ways and views to organize your time, you can use them all or select the ones that will work best for you.

[Semester Overview Template](#)

This template would be best used to see all important dates in one place. Enter important assignments, exams, deadlines, etc to stay on track at a glance (print 1).

[Monthly Planner Template](#)

Use this template to lay out the commitments you can not control for the entire semester (print 4-5 to cover each month this semester).

[Weekly Planner Template](#)

This template can be used to plan out your week with the commitments you can not control and the ones you can control. Includes habit tracker for goal setting, as well as tracking mood and energy levels (print 4 for the month or up to 17 for the whole semester)

[Time Block Weekly Planner Template](#)

This is to see a general view of what your weeks will look like once you block the commitments you can not control by the hour (print 1 or more as needed).

[Daily Planner Template](#)

This template can be used for every day or just on the days you need to be extra organized. This also tracks weather, mood, goals, water intake, exercise, money and meals (print as many as needed).

[Time Block Daily Planner Template](#)

This template is to be detailed with your time by the hour. Includes wellness tracking like mood, water, meals, affirmations, and reflections (print as many as needed).

[Stress Busters Folder](#)