

Time Management Worksheet

There are only 24 hours in a day and 168 hours a week. It is helpful to learn and track how you utilize every hour in each day. This worksheet will show you if you are over scheduled or if you live a balanced life.

Complete the table below and utilize the [homework minutes document](#). You can use different colors to block out time for sleep and being in school. Keep in mind that it is recommended for students your age to sleep 8-10 hours every night. Don't forget all of the various responsibilities and activities you do each day: classes, studying, homework, sleep, fitness, work, family, personal care, eating, transportation, friends, relaxation/hobbies, etc.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
Noon							
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							

Now that you know how you are currently spending your time, it is good to reflect and make informed decisions for your schedule next school year.