

## Categories of Time Management

Life Stuff	School & Studying	Work	Leisure
Hours needed to sleep at night in order to feel rested and alert.	Amount of time in class. Ex. 15 credits =15 hours of class time.	This category includes the following as work: <ul style="list-style-type: none"> <li>• Jobs</li> <li>• Family obligations</li> <li>• Sports for school</li> <li>• Set appointments</li> <li>• Clubs</li> <li>• Volunteering</li> <li>• Church</li> <li>• Other fixed times in your week.</li> </ul>	Anything that you like to do in your free time that you are not told you have to do.
Eating meals-should be eating 3 meals a day.	Study time-use 2:1 ratio. For every credit you are taking you should be studying at least 2 hours a week-15 credits=30 hours of studying a week.		FREE TIME TO SPEND AS YOU PLEASE.
Getting ready for the day and getting ready for bed.			Examples-Internet surfing, texting, spending time with friends, working out, reading an enjoyable book, etc.
Transportation to and from school and/or work.			



# Weekly Schedule

<b>*TIME*</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>
7-8am							
8-9am							
9-10am							
10-11am							
11-12pm							
12-1pm							
1-2pm							
2-3pm							
3-4pm							
4-5pm							
5-6pm							
6-7pm							
7-8pm							
8-9pm							
9-10pm							
10-11pm							
11-12am							
12-6am							