

*“Make the most of your time; use it wisely.”*

1. What are three benefits of managing your time wisely?
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_
  
2. What kind of activities can you schedule into your daily life?
  - i) \_\_\_\_\_      iv) \_\_\_\_\_
  - ii) \_\_\_\_\_      v) \_\_\_\_\_
  - iii) \_\_\_\_\_      vi) \_\_\_\_\_
  
3. What are four strategies for time management?
  - i) \_\_\_\_\_      iii) \_\_\_\_\_
  - ii) \_\_\_\_\_      iv) \_\_\_\_\_
  
4. What should you do once you have created a list of tasks?  
\_\_\_\_\_  
\_\_\_\_\_
  
5. What should you do with tasks you have not completed during the day?  
\_\_\_\_\_  
\_\_\_\_\_
  
6. What are your top four goals, in order of priority?
  - i) \_\_\_\_\_      iii) \_\_\_\_\_
  - ii) \_\_\_\_\_      iv) \_\_\_\_\_
  
7. What resource do you use to schedule activities and appointments?  
\_\_\_\_\_  
\_\_\_\_\_
  
8. What strategies can you use to feel good about accomplishing your daily tasks?  
\_\_\_\_\_  
\_\_\_\_\_

Fill out the “typical week” schedule below with: **classes**, **study time** for *each* class, **office hours** for *each* instructor, **work**, **breaks**, **family** time, **personal** time, **meals**, **commute** time, and **other** important tasks.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-7:30am							
7:30-8am							
8-8:30am							
8:30-9am							
9-9:30am							
9:30-10am							
10-10:30am							
10:30-11am							
11-11:30am							
11:30-12pm							
12-12:30pm							
12:30-1pm							
1-1:30pm							
1:30-2pm							
2-2:30pm							
2:30-3pm							
3-3:30pm							
3:30-4pm							
4-4:30pm							
4:30-5pm							
5-5:30pm							
5:30-6pm							
6-6:30pm							
6:30-7pm							
7-7:30pm							
7:30-8pm							
8-8:30pm							
8:30-9pm							
9-9:30pm							
9:30-10pm							

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