**Time Management Worksheet**

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

**How to Use the Time Management Worksheet**

**PART A: Identify Obligated Time**

1. Fill in time designated for concurrent course *content learning* and high school AMI packets.

2. Fill in the time needed to complete house chores or other obligations (work, watching siblings, etc).

3. Fill in the time it takes to get ready, eat breakfast, lunch, and dinner. Include food preparation.

4. Establish a set time to go to sleep and get up in the morning.

**PART B: Identify Free Time**

1. Assign time for *studying* and *completing assignments* for each concurrent class. Note this is in addition to the *content learning* time identified in part A.

2. Allow 3-4 study hours for each hour spent in class per week (if your class met in person).

3. Use large blocks for major tasks, smaller blocks for reviews.

4. Schedule regular breaks and rewards for completing a task—don’t marathon study.

5. Schedule fun events-- recreation, watching television, games, etc.

**PART C: Analyze Your Situation**

1. Have you found “hidden time” you didn’t know you had?

2. Is there enough time available to study for all your classes?

3. If your schedule cannot accommodate all the demands on your time, talk to your Early College advisor.

4. If your schedule looks reasonable, then stick to it!

**If You Need Help Using This Worksheet:**

1. Reach out to SouthArk’s Early College Start office for assistance – earlycollegestart@southark.edu. Your advisor will be glad to help!