**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S.R. # \_\_\_\_\_\_\_ Time Management Log for the Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Time Log:** Use this time log to keep track of what you do hour-by-hour for the next week. Record your activities throughout the day or at the end of the day. Be sure to complete it neatly because we will be using it in class! | **Time:** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **7:00 AM** |  |  |  |  |  |  |  |
| **8:00 AM** |  |  |  |  |  |  |  |
| **9:00 AM** |  |  |  |  |  |  |  |
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| **2:00 PM** |  |  |  |  |  |  |  |
| **3:00 PM** |  |  |  |  |  |  |  |
| **4:00 PM** |  |  |  |  |  |  |  |
| **5:00 PM** |  |  |  |  |  |  |  |
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| **Time Log:** Now use this time log to create your ideal use of time each week. Be sure to schedule in time for homework, extracurricular activities, meals, chores, work, and any other responsibilities you have. You will revisit this Time Management Plan again next month. | **Time:** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **7:00 AM** |  |  |  |  |  |  |  |
| **8:00 AM** |  |  |  |  |  |  |  |
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| **10:00 PM** |  |  |  |  |  |  |  |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S.R. # \_\_\_\_\_\_\_ Weekly Time Management Plan for the Month of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**