**Worksheets to Help Manage Your Time**

# **Weekly Class Schedule Example**

| Week | Mon | Tues | Wed | Thu | Fri | Sat | Sun | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Check Email(1-2 hours) |  |  |  |  |  |  |  |  |
| Reading(2-3 hours) |  |  |  |  |  |  |  |  |
| Discussions(1-2 hours) |  |  |  |  |  |  |  |  |
| Prep/Practice(3-4 hours) |  |  |  |  |  |  |  |  |
| Assignments(3-4 hours) |  |  |  |  |  |  |  |  |
| Week Total(Around 12 hours) |  |  |  |  |  |  |  |  |

| Week | Mon | Tues | Wed | Thu | Fri | Sat | Sun | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Check Email | **.25** | **.25** | **.25** | **.25** | **.25** | **.25** | **.25** | **1.75** |
| Reading | **1.5** | **1.5** |  |  |  |  |  | **3** |
| Discussions |  |  | **.5** |  |  | **.5** |  | **1** |
| Prep/Practice Activities |  |  | **2** | **1** |  |  |  | **3** |
| Assignments |  |  |  |  | **1** | **1** | **1** | **3** |
| Week Total | **1.75** | **1.75** | **2.75** | **1.25** | **1.25** | **1.75** | **1.25** | **11.75** |

| Week | Mon | Tues | Wed | Thu | Fri | Sat | Sun | Total |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class Time/ Coursework |  |  |  |  |  |  |  |  |
| Work |  |  |  |  |  |  |  |  |
| Family Time |  |  |  |  |  |  |  |  |
| Meals/Eating |  |  |  |  |  |  |  |  |
| Sleep |  |  |  |  |  |  |  |  |
| Leisure/ Recreational |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |
| Week Total |  |  |  |  |  |  |  |  |

# **Example for One 3-Hour Online Class**

# **Time Management Worksheet**