Time Management Weekly Plan- Sample 2

On the following page, lease list your responsibilities/commitments for a general week. You may choose to color code the various commitments you have throughout the week. Be sure to include your work hours, field placement hours, study time, family commitments, etc.

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