



Time Management Activities Chart

Below is a sample chart that you can modify to fit your schedule. As you enter your information, think about prioritizing your activities. In the example below, under committed activities, you may choose to list working as a higher priority than attending class, or in the maintenance section, paying bills may be more important than shopping. It's your time...so plan it well.

Committed Activities	Time Spent	Maintenance Activities	Time Spent
Attending Class		Eating	
Working		Sleeping	
Commuting		Shopping	
Studying		Paying bills	
Meetings		Cooking	
	Total		Total