

## Personal Time Management Tool

**How do you spend your time? Fill in this worksheet with who you do in a normal school week. Use the results to figure out where you might have some extra time. See how you can improve your schedule daily.**

How many hours A day do you:	Daily Total	Frequency	Weekly Total
Sleep (yes, include Naps)?	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
Spend in School?	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="5"/> =	<input style="width: 50px; height: 25px;" type="text"/>
Study or do home-Work?	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
Watch TV, Netflix YouTube, etc.	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
Spend online or on Computer games?	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
Talk on the phone (or text message)?	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
Work at a job	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
Commute to and From work and/or School?	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
Participate in extra-Curriculars (e.g., Sports)	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
Prepare and eat Meals?	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	x <input style="width: 30px; text-align: center; border: 1px solid black;" type="text" value="7"/> =	<input style="width: 50px; height: 25px;" type="text"/>
<b>TOTAL HOURS</b>			<input style="width: 50px; height: 25px;" type="text"/>