

Time Management Weekly Schedule

Look at the handouts from the last two lessons. Review your Mission Statement, Roles and Responsibilities, and Setting Priorities and Goals. Write the things you need to do each day, based on this information.

Day	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Time</i>					
6:00 am to 8:00 am					
8:00 am to 12:00					
12:00 to 3:00 pm					
3:00 pm to 5:00 pm					
5:00 pm to 7:00 pm					
7:00 pm to 10:00 pm					

Check Your Progress

Look at your Time Management Weekly Schedule. Check the time period for each day. If you did what you planned for that time, mark OK. If you did not do what you had planned, mark an X through the block. Count the number of OKs and mark the total on the line below. Count the number of Xs and mark the total below. For an average divide each number by 30.

Total number of OKs _____ divide by 30 = _____%

Total number of Xs _____ divide by 30 = _____%

Answer these questions:

1. Did you have a higher percentage of OKs or Xs?
2. Why was this higher than the other?
3. What can you do to increase the number of OKs?
4. How did planning your schedule this way help you?
5. How did planning your schedule help you with each of your roles?
6. How did your schedule help you prepare for each of your responsibilities?
7. How did your schedule help you with your priorities and goals?
8. How can you improve your schedule next week?