

# Guidelines for Using Your Time Management Worksheet

For the Time Management Worksheet to serve you best; fill it out carefully and completely according to the following guidelines:

1. First, write in all of your classes.
2. Next, write in your work schedule if you have a job.
3. Then, write in your work schedule such as meetings, regular appointments, etc.
4. Indicate time spent for commuting or transportation.
5. List times for breakfast, lunch and dinner.
6. Write in realistic amounts of time for life maintenance activities such as laundry, shopping, household, personal and family responsibilities.
7. Write in sufficient time for sleeping.
8. Now, very importantly, calculate how much study time is required for the classes you are taking, based on an average of two hours of study for each hour of class, more if the course is difficult for you. Write in this study time, identifying which subject you will study. Check whether adequate study time is available in advance for each class.
9. Write in reasonable amounts of time for exercising, recreation, relaxing, having fun, watching your favorite television show, spiritual activities, etc.
10. Now, think of whether there is anything else that should be included and write it in.
11. Analyze your schedule and assess it for balance among your intellectual, financial, career, physical, social, spiritual and other pursuits. Be honest with yourself. Is your plan realistic or have you overcommitted yourself? Based on your own values, decide whether you will have to say no to some things.
12. Don't be discouraged if you stray from your planned schedule occasionally; everyone does. Forgive yourself and return to your routine.

*For additional assistance, contact the Counseling and Advising Services office at (630) 942-2259.*

# TIME MANAGEMENT WORKSHEET

College of DuPage  
Counseling and Advising Services

\_\_\_\_\_ Term, 20 \_\_\_\_\_

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 to 8 a.m.							
8 to 9 a.m.							
9 to 10 a.m.							
10 to 11 a.m.							
11 a.m. to noon							
Noon to 1 p.m.							
1 to 2 p.m.							
2 to 3 p.m.							
3 to 4 p.m.							
4 to 5 p.m.							
5 to 6 p.m.							
6 to 7 p.m.							
7 to 8 p.m.							
8 to 9 p.m.							
9 to 10 p.m.							