

# KASKASKIA COLLEGE

## TIME

## MANAGEMENT WORKSHEET

### INSTRUCTIONS

Fill in the description boxes with what you did that hour. Such as: work, sleep, grocery shopped, travel, watched tv, etc.

If you don't have anything in an hour slot, that can be a time to dedicate to homework and studying.

### KEY FOCUS TIMES

Below put down the hour slots that can be used for homework and studying. These are your Key Focus Times.

5pm depending on work.

6-8 pm

9-10pm depending on night routine

HOUR	DESCRIPTION
12 AM	Sleeping
1 AM	Sleeping
2 AM	Sleeping
3 AM	Sleeping
4 AM	Sleeping
5 AM	Sleeping
6 AM	Sleeping / waking up
7 AM	Drive to class
8 AM	ENG class
9 AM	ENG class / breakfast
10 AM	PSCH class
11 AM	PSCH class
12 PM	lunch / leave for work
1PM	Work
2 PM	Work
3 PM	Work
4 PM	Work
5 PM	Work / drive home
6 PM	
7 PM	
8 PM	
9 PM	Shower / Take dog out
10 PM	Be in bed
11 PM	Hopefully asleep