

# 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.

HOUR	DESCRIPTION
12 AM	
1 AM	
2 AM	
3 AM	
4 AM	
5 AM	
6 AM	
7 AM	
8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	
8 PM	
9 PM	
10 PM	
11 PM	