

TIME MANAGEMENT TIPS

- BE ORGANIZED
- SET POSITIVE GOALS
- USE A TO DO LIST
- USE A CALENDAR/WEEKLY PLANNER
 - OVERCOME PROCRASTINATION
 - LEARN TO SAY NO
 - DON'T BE A PERFECTIONIST

My Things to Do List

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Phone Calls To Make

- _____
- _____
- _____

For the Excel version of this worksheet, go to http://www.ecs.umass.edu/public/diversity_docs/time_mgmt_sheet.xls

TIME MANAGEMENT WORKSHEET

Name _____
 Semester _____
 Total Hours for Class _____

Keywords:
 Study _____
 Work _____
 Lecture _____
 Lab _____

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							