

Time Management Planner

Complete a template calendar now to help you manage your time, and keep you focused each week. You may want to keep a **copy** at home on your desk, on the fridge, etc.

Requirements

- Each week you will be asked to fill out a PLAN for the following week. Do this in **pencil**. This is simply a guess as to what will happen next week. You do not have to feel like you have to know everything that will come up. Include things like eating, homework, sleep, after school activities, family time, youth group, etc.
- You will receive a stamp when you complete your plan.
- During the actual week record any changes and add anything that takes a substantial amount of time in your day. Do this using a **colored pencil or pen** (a different color than you started it with.)
- For Example:
Let's say you set aside 1 hour to do your homework, but it took you 2 hours to actually do it.
I would expect that you would mark those changes on your schedule in a different color.
- You will receive a homework grade when you turn in your sheet that shows the changes.
- The point of this is to help you better estimate the time it might take you to do certain activities.
- You are not expected to be able to predict the future.
- Your plan should be **signed** by your parent or guardian.

Fill in the attached weekly calendar, blocking time for:

- Dinner and other family time.
- 2-3 hours daily homework each night.
- Extra time to study and work on projects beyond daily homework.
 - Suggested 20 minutes *extra* study, per subject, twice a week.
- Regular scheduled activities (sports, youth groups, etc.)

The six things that will be checked for are:

- 1) Your name
- 2) Start Date
- 3) Parent's Signature
- 4) Stamp
- 5) Calendar filled out in pencil
- 6) Changes made in a different color.

STAMP due date = _____

(Always the day after it is passed out.)

UPDATES due date = _____

(Always the Monday after the week planned ends.)

Name: _____

Start Date: _____

Parent Signature: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3-4pm							
4-5pm							
5-6pm							
6-7pm							
7-8pm							
8-9pm							
9-10pm							

