

Time-Planning Chart

	MON	TUES	WED	THUR	FRI	SAT	SUN
Morning							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
Afternoon							
1:00							
2:00							
3:00							
4:00							
5:00							
Evening							
6:00							
7:00							
8:00							
9:00							

Use this sheet to plan.

1. Make a list of things you always do every week (eating, sleeping, homework).
2. Make a list of additional activities you must do this week (sports and other scheduled activities).
3. Make a list of optional things you would like to do this week, if you have time.

Weekly List of Priorities

Things **I always do** every week—

1. _____
2. _____
3. _____
4. _____
5. _____

Other things **I must do** this week—

For School

1. _____
2. _____
3. _____
4. _____
5. _____

For Home

1. _____
2. _____
3. _____
4. _____
5. _____

Optional things I would like to do if I have time this week—

1. _____
2. _____
3. _____