

Time Management Worksheet

To get a better understanding of your readiness for online learning, try this time management exercise. Track your days by the hour and at the end of the week, assess your readiness level.

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5–6 a.m.							
6–7 a.m.							
7–8 a.m.							
8–9 a.m.							
9–10 a.m.							
10–11 a.m.							
11–12 p.m.							
12–1 p.m.							
1–2 p.m.							
2–3 p.m.							
3–4 p.m.							
4–5 p.m.							
5–6 p.m.							
6–7 p.m.							
7–8 p.m.							
8–9 p.m.							
9–10 p.m.							
10–11 p.m.							
11–12 a.m.							
12–1 a.m.							
1–2 a.m.							
2–3 a.m.							
3–4 a.m.							
4–5 a.m.							