

UMSL
Office of Multicultural Student Services

Time Management Schedule

Planning ahead is one way to reduce stress. In the table below chart the amount of time typically spent eating, sleeping, in class, studying, exercising, watching TV, etc. If you are unsure of an exact period of time, estimate.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7pm							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

Please use the table to answer the following questions.

- 1) What do you spend most of your time doing?
- 2) What changes can I make to maximize the amount of time that I have to devote to other obligations, studying, etc.?