

# TIME MANAGEMENT SCHEDULES

## Creating a Time Management Schedule

One of the first steps to organizing and maximizing your time is to create a schedule or plan. Schedule types range from monthly to hourly, and can be based on time or tasks that need to be completed. It is important to choose a schedule you can stick to. You may even find you need to use a combination of two or more schedules! Creating a schedule provides you greater control, saves time, and increases flexibility and freedom to do things you enjoy.

## Master Schedule

- This schedule shows important dates and deadlines for the month
- Be sure to include exam dates, project/paper deadlines, the last day to add/drop a class, etc.
- Consider adding other important dates/activities for the month such as club/organization meetings, work schedule, social plans, etc.

*Example:*

| September 2019 |        |         |           |          |        |          |
|----------------|--------|---------|-----------|----------|--------|----------|
| Sunday         | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1              | 2      | 3       | 4         | 5        | 6      | 7        |
| 8              | 9      | 10      | 11        | 12       | 13     | 14       |
| 15             | 16     | 17      | 18        | 19       | 20     | 21       |
| 22             | 23     | 24      | 25        | 26       | 27     | 28       |
| 29             | 30     |         |           |          |        |          |

www.a-printable-calendar.com

## Weekly Schedule

- This schedule shows your typical schedule for a given week which allows you to maximize your time
- Be sure to include weekly commitments like class times, time to eat and sleep (ensures you are energetic to complete your weekly tasks), study time (keeps you on task), work schedule, sports, clubs/organizations, social events, etc.

*Example:*

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

Resource: Tara Schmit, DEVLPEd Instructor

## Daily Schedule

- This schedule shows the breakdown of your day by time so you can stay on task
- It's recommended to plan out your entire day (wake up through bed time)
- Be sure to include class times, extracurricular activities, study time, meals, etc., for the day

Example:

| Daily Schedule |  |  |  |
|----------------|--|--|--|
|                |  |  |  |
| 8:00           |  |  |  |
| 8:30           |  |  |  |
| 9:00           |  |  |  |
| 9:30           |  |  |  |
| 10:00          |  |  |  |
| 10:30          |  |  |  |
| 11:00          |  |  |  |
| 11:30          |  |  |  |
| 12:00          |  |  |  |
| 12:30          |  |  |  |
| 1:00           |  |  |  |
| 1:30           |  |  |  |
| 2:00           |  |  |  |
| 2:30           |  |  |  |
| 3:00           |  |  |  |
| 3:30           |  |  |  |
| 4:00           |  |  |  |
| 4:30           |  |  |  |
| 5:00           |  |  |  |
| 5:30           |  |  |  |
| 6:00           |  |  |  |
| 6:30           |  |  |  |
| 7:00           |  |  |  |
| 7:30           |  |  |  |
| 8:00           |  |  |  |
| 8:30           |  |  |  |
| 9:00           |  |  |  |
| 9:30           |  |  |  |
| 10:00          |  |  |  |

## Task-Based Schedule

- This is a great option for individuals whose weeks/tasks are fluid and unpredictable or for those who cannot follow a time-based schedule
- Create the list of tasks the night before; this helps you start the day knowing what needs to be done
- Your list should begin with most important tasks
- Work down the list of tasks, one by one, crossing off each task as soon as it is completed

Example:

| Task                               |
|------------------------------------|
| <del>Complete Math worksheet</del> |
| Meet with advisor                  |
| Read chapter two for GENED 130     |
| Edit paper for English             |

## Urgency Matrix

- This schedule has four quadrants with the following labels: Urgent/Important, Not urgent/Important, Urgent/Not Important, Not Urgent/Not Important
- Complete tasks in the first two quadrants first, then focus on last two

|  |  |
|--|--|
| <p><b>Urgent and Important</b> (<i>do right away!</i>)</p> <p><u>Examples:</u><br/>           Complete Math homework due today<br/>           Read Chapter Two<br/>           Submit Paper by 11PM</p> | <p><b>Not Urgent/Important</b> (<i>do right after the first quadrant's tasks</i>)</p> <p><u>Examples:</u><br/>           Complete GENED 130 homework for Friday<br/>           Edit paper due Friday</p> |
| <p><b>Urgent/Not Important</b> (<i>can be ignored, do after first two quadrant's are completed</i>)</p> <p><u>Examples:</u><br/>           Call mom</p>  | <p><b>Not urgent and Not Important</b> (<i>should always do after all other tasks are completed</i>)</p> <p><u>Examples:</u><br/>           Extra credit worksheet for English</p>                       |