

TIME USE CHART

Plan by blocking time and recording what you plan to do in each half-hour period of a week

You may want to divide the blocks in half for 15 minute periods. This should include everything that happens regularly even if the times are flexible (sleeping, eating, classes, clubs, work etc.). Now you have a picture of a typical week and can plan your studying.

Make a “to do” list for each day.

Make a copy of this chart for each week of the semester so you can plan how you will use your time.

Week of _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 am							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
NOON							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
5:30							
OVER							

SIDE 2							
Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 pm							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
Midnight							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
5:30							

