

Time Management

Time Flies

Where does all your time go? Plot a typical week here:

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

Time Management

6 Segment Day Time Planner

	AM	AM	PM	PM	EVE	EVE
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Fill in: Protected Time; Necessaries; Compulsories; Optionals