



**Study Skill Workshop #3: Organizing Your Study Time Workshop – Part 2**

**Sample Completed Time Management Schedule**

	SUN. /	MON.	TUE. /	WED. /	THUR. /	FRI. /	SAT. /
6 – 7am	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP
7 – 8 am							
8 – 9 am	—					—	—
9 – 10 am		BIO. 60		BIO.60			
10 -11 am			ENG. 105		ENG. 105		
11 – 12pm	TRAVEL CHURCH	—		—			
12 – 1pm			—		—		TRAVEL WORK
1 – 2pm	FAMILY	POLI.SCI.		POLI. SCI.		SPEECH	
2 – 3pm			TRAVEL WORK		TRAVEL WORK		
3 – 4pm							
4 – 5pm	—	FAMILY		FAMILY			
5 – 6pm							
6 – 7pm			—				TRAVEL
7 – 8pm	TV		TRAVEL				
8 – 9pm		—	TV	TV			
9 – 10pm					TRAVEL	OUT WITH FRIENDS	
10 – 11pm	—		—				
11 – 12pm	BED	BED	BED	BED	BED		
<b>CLASS SCHEDULE</b>							
					WEEKLY HRS.	STUDY HRS.	
		CLASS	DAY (S)	TIMES	IN CLASS	NEEDED	
		POLI. SCI. 1	M W	12:30-2:00	3	6	
		SPEECH 10	F	12:30-2:00	3	6	
		BIO. 60	M W	9:00-11:00	4	8	
		ENG. 105	T TH	10:00-12:00	4	8	
					14		
					<b>TOTAL:</b>	28	

Work Hours - 18



## Time Management Schedule

	SUN. /	MON.	TUE. /	WED. /	THUR. /	FRI. /	SAT. /	
6 - 7am								
7 - 8 am								
8 - 9 am								
9 - 10 am								
10 -11 am								
11 - 12pm								
12 - 1pm								
1 - 2pm								
2 - 3pm								
3 - 4pm								
4 - 5pm								
5 - 6pm								
6 - 7pm								
7 - 8pm								
8 - 9pm								
9 - 10pm								
10 - 11pm								
11 - 12pm								
	<b>CLASS SCHEDULE</b>							
					WEEKLY HRS. IN CLASS	STUDY HRS. NEEDED		
		CLASS	DAY (S)	TIMES				
					<b>TOTAL:</b>			