



Name \_\_\_\_\_ Date \_\_\_\_\_

## Weekly "To Do" List

Using a "To Do" list is an easy way to remind yourself of important priorities each day. This chart is divided into three areas that represent tasks that college students need to balance: academic, personal, and social.

Weekly "To Do" List					
	Monday	Tuesday	Wednesday	Thursday	Friday
Academic					
Personal					
Social					



## How to Use the Time Management Worksheet

### Part A: Identify Obligated Time

1. Fill in all of your classes
2. Fill in the hours you work
3. Fill in the time it takes you to get ready and travel between home, school, and work
4. Fill in any other regular appointments (church, transporting children, etc.)
5. Fill in breakfast, lunch, and dinner breaks (include time for food preparations)
6. Establish a set time to go to sleep and get up in the morning

### Part B: Identify Study Time

1. Assign time for studying for each class
2. Try to allow 1-3 hours for each hour spent in class per week
3. Try to study for classes on the days they meet
4. Use large blocks for major tasks, smaller block for reviews
5. Schedule regular breaks and rewards for completing task – don't marathon study
6. Schedule fun events—recreation, watching television, going out with friends

### Part C: Prioritize Tasks

1. Make a list of tasks you would like to accomplish for the week
2. Determine which tasks are the most important and list them daily under "Prioritized Tasks"
3. Work to accomplish your prioritized tasks first

### Part D: Analyze Your Situation

1. Have you found "hidden time" you didn't know you had?
2. Is there enough time available to study for all your classes?
3. If your schedule cannot accommodate all the demands on your time, make an appointment with the Wellness Center for support
4. If your schedule looks reasonable, stick to it!

### If you need help using this worksheet

The Wellness Center has completed examples of this worksheet as well as handouts that provide additional information about time management. Appointments can be scheduled over the phone at (312) 553-6072 or in person in room 1041.

**The Wellness Center Room 1041  
30 E. Lake Street Chicago, IL 60601  
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