Time Management Weekly Plan- Sample 1

Please list your responsibilities/commitments for a general week. You may choose to color code the various commitments you have throughout the week. Be sure to include your work hours, field placement hours, study time, family commitments, etc.

Weekly Time Management Sample:

**Sunday-**

No work or internship hours

Time with friends/family

4 hours for homework

**Monday-**

8am-4:30pm- Job

5pm-7pm- Dinner/family time/laundry, etc.

7pm-9pm - homework

**Tuesday-**

8am-4:30pm= 7.5 Field hours

5:30pm-7pm- Kids’ soccer practice

Evening- 1 hour of homework

**Wednesday-**

8am-5:30pm= 8.5 Field hours

7pm-9pm- study

**Thursday**

8am-4:30pm Job

5:30pm-6:30pm- kids’ dance class

**Friday**

8am-4:30pm Job

Evening- study/work on homework for 1-2 hours

**Saturday**

Classes all day

Evening- rest