



# Time Log: My Week from \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Period: \_\_\_\_\_

**Directions:** Use the table below to log your activities hour by hour for the next week. Update the log during the day, at the end of the day, or the following morning. Keep this neat, because you will be using it in class later.

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

# My To Do List

**Directions:** Use the time-log provided to create a physical schedule in order to help with time management. Include all activities on the list and be sure to obey all time requirements!

<u>Activity</u>	<u>Time Requirements</u>
Attend school daily	8:00am to 3:30pm
Athletic practice schedule	4:00pm to 6:00pm M, W, F 6:00am to 7:45am T, TH
Part-time job	15 hours a week
Prepare family meal	Once a week
Babysit younger siblings	3 hours every Saturday
Cleaning and laundry	2 hours a week
Homework/Study time according to my AVID Contract	2 hours a day
Tutor at the Community Center	2 times a week for an hour
Time for myself	
Time for my friends	
Time for my family	
Decorate for the school dance	Saturday, 9:00am to 11:00am
Grocery shopping for elderly grandmother	
Outside reading book is due Friday – 250 pages left to read!	
Bathe the family dog	
I am thinking about trying out for the school play	Auditions 5:00pm to 7:30pm T, W, TH

