

HOW I'M USING MY TIME

Name: _____ **Day:** _____ **Date:** _____

7:30 AM – 8:05 AM: _____

8:05 AM-9:05 AM: _____

9:10 AM-10:00 AM: _____

10:05 AM-10:55 AM: _____

11:00 AM-11:50 AM: _____

11:55 AM-1:25 PM: _____

1:30 PM-2:20 PM: _____

2:25 PM-3:15 PM: _____

3:30 – 3:45: _____

3:45 – 4:00: _____

4:00 – 4:15: _____

4:15 – 4:30: _____

4:30 – 4:45: _____

4:45 – 5:00: _____

5:00 – 5:15: _____

5:15 – 5:30: _____

5:30 – 5:45: _____

5:45 – 6:00: _____

6:00 – 6:15: _____

6:15 - 6:30: _____

6:30 – 6:45: _____

6:45 – 7:00: _____

7:00 – 7:15: _____

7:15 – 7:30: _____

7:30 – 7:45: _____

7:45 – 8:00: _____

8:00 – 8:15: _____

8:15 – 8:30: _____

8:30 – 8:45: _____

8:45 – 9:00: _____

9:00 – 9:15: _____

9:15 – 9:30: _____

9:30 – 9:45: _____

9:45 – 10:00: _____

10:00 – 10:15: _____

10:15 – 10:30: _____

NAME: _____

WORK TO BE COMPLETED _____ / _____
_____ (DAY) _____ (DATE)

***Prioritize and check off when task Completed**

☐ **Priority 1:** _____

☐ **Priority 2:** _____

☐ **Priority 3:** _____

☐ **Priority 4:** _____

☐ **Priority 5:** _____

☐ **Priority 6:** _____

☐ **Priority 7:** _____

☐ **Priority 8:** _____

☐ **Priority 9:** _____

☐ **Priority 10:** _____

NOTES: