



# Student's Time Management Planner

PayForED's Time Management Planner can help students better utilize their time and understand how much time is wasted. By practicing both time management and good study habits, a student will improve their academic success. *Graduating on time, saves money!*

Activities	Starting Hours 168 Weekly Number	Your Schedule
Classroom time # of credit hours	15	
Sleep (8 Hrs x 7 days)	56	
Meals (3 per day x 1 Hr x 7 days)	21	
<b>Subtotal of Basic Living</b> <b>(57% Allocated, 43% Available to Personalize)</b>	<b>92</b> <b>(76 hours remaining)</b>	
Study time (4 Hrs x 5 days)	20	
Personal (2 Hrs x 7 days)	14	
Exercise/Health (1 Hr x 7 days)	7	
Social (3 hrs x 5 days, 8 hrs x 2 W/E days)	31	
Work/ Work Study/ Organization Activity		
Unallocated	4	

Helpful Planning Questions	Early AM	Morning	Mid-day	Evening	Night
At what time of day do you feel you can concentrate the best?					
Do you like to go to bed early (Early Bird) or go to bed Late (Night Owl)?					
When do you feel like exercising?					
When are most of the people in your dorm available?					
When is your dorm / house quietest					
When is your dorm/house noisiest?					
When do you most often socialize? This would include IM, Internet use, telephone, etc.					