

Weekly Time Grid

Classes and coursework certainly put a strain on the day to day schedule. It's helpful to put a week in perspective, hour by hour, to see where the rest of the pieces can fall into place.

Use this tool to map out the hours that are regularly booked, and to plan out how you'll use what remains.

	Sun	Mon	Tu	Wd	Thu	Fri	Sat
5AM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
6AM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
7AM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
8AM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
9AM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
10AM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
11AM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
NOON	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
1PM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
2PM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
3PM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
4PM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
5PM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
6PM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
7PM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
8PM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
9PM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
10PM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
11PM	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30
MIDNIGHT	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30	:00 :30

responsibilities:

Block out all times where you are regularly occupied (such as class times or work shifts). Then, write down your primary focuses (study topics or coursework) under responsibilities.

Give each responsibility a unique color or symbol. With your free time mapped out, you can easily fill it in with marks corresponding to work. Don't forget to **leave time for you!**