

Managing Your Time

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12 am							
1 am							
2 am							
3 am							
4 am							
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							

Schedule Marker (click below)

Free Time Course/ Study Time
 Sleep Work
 Personal

Total Work Hours per Week:

Mo
 Tu
 We
 Th
 Fr
 Sa
 Su

Instructions
Click for Advice

User Instructions.

-To label a time block in the schedule tool, click on the appropriate color marker in the top right hand field of the screen; then place the cursor into the desired time block in the schedule tool and click.

To undo, click again on