

# Time management: Hourly schedule

*Need a hourly schedule? Use this toolkit to block off time for your commitments.*

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							



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## What are my priorities?

Being aware of your priorities allows you to schedule in time for them. For example, prioritizing being a student can look like blocking off time for classes, study and homework sessions.

Priorities: ★



## When are my Tutoring/ Supplemental Instruction (SI) hours?

The Learning Center houses Tutoring and Supplemental Instruction\* services. Knowing what days/ times a Tutor and SI leader are available to support you with your classes is key!

★ *What day(s)/ time(s) are Tutoring held for my classes? If applicable, what day(s)/ time(s) are SI held?*

*\*Supplemental Instruction (SI) services are available to all students who are enrolled in a course directly connected to a specific instructor.*

## Am I scheduling in time for my breaks and meals?

Accounting in time for breaks and meals during your day can help you keep a motivated pace throughout the busy semester. Set aside 10-15 minutes for breaks and 30-60 minutes for meals.

**My commitment is...**