**24/7 TIME MANAGEMENT GRID WORKSHEET**

**Overview**

Each box on the time management grid represents one hour of your life. The goal of this exercise is to help you plan your upcoming fall schedule in a way that allows you to make your studies a top priority. Each student’s grid will be unique.

* There are certain non-negotiable elements (anchors) of your daily life that must be included in your time management plan: **Time in class**, **study time** (plan 3 hours outside of class for every 1 hour in a STEM course, 2 hours for all other courses), **sleep** (7-8 hours**)**, and **work** (you are advised to work no more than 20 hours/week as a STEM major) are the “anchors” that keep your schedule consistent throughout the day, semester, and year. You will fill those in first.
* Next add mealtimes, including breakfast, lunch, dinner; then add family time, personal time, time used to prepare yourself for school, transportation time, etc. Each person’s activities will be unique to their life.

**Instructions**

**1a. Make a complete list of all activities you will include in your grid**

**1b. Fill in each hour-block of your grid using appropriate timeframes and check each activity off in #1 above as it is filled in.**

**2. Answer the following questions:**

* **What are the most challenging aspects of your schedule?**
* **Was there anything that surprised you about your schedule while completing the Time Management Grid?**