

Time Management Planner

Tasks	Hours Per Day	Days Per Week	Hours Per Week	Total Hours
Sleeping	_____	_____	_____	_____
Grooming	_____	_____	_____	_____
Meals (Preparing, eating, clean-up)	_____	_____	_____	_____
Commuting anywhere both ways (Traveling, parking, walking)	_____	_____	_____	_____
Errands	_____	_____	_____	_____
Shopping	_____	_____	_____	_____
Housework	_____	_____	_____	_____
Dishes	_____	_____	_____	_____
Laundry	_____	_____	_____	_____
Yardwork	_____	_____	_____	_____
Repairs (car, furniture, house)	_____	_____	_____	_____
Job or business	_____	_____	_____	_____
School/college	_____	_____	_____	_____
Homework/Helping w/HW	_____	_____	_____	_____
Reading/Hobbies/computer	_____	_____	_____	_____
Fun Activities	_____	_____	_____	_____
Watching TV/movies	_____	_____	_____	_____
Group Activities (Church, parties, Trips)	_____	_____	_____	_____
Visiting/Visitors	_____	_____	_____	_____