

Time Management: Build a Weekly Schedule

Name: _____ Date: _____

LEARNING OBJECTIVE

Students will create and evaluate a realistic weekly schedule that balances school, chores, and free time.

MATERIALS NEEDED

- paper or printed weekly grid template
- ruler
- colored pencils or markers
- a clock or phone for reference

HANDS-ON ACTIVITY

1. Draw a 7-day-by-hourly grid covering your waking hours for a full week, such as 7 AM to 9 PM.
2. Fill in all fixed commitments first, such as school hours, meals, and sleep, in one color.
3. Fill in flexible time blocks for homework, chores, and free time in different colors, based on your actual typical week.
4. Calculate the total hours per week you spend on schoolwork, screen time/free time, chores, and physical activity, recording these totals in a small table.
5. Circle one time block you could adjust to better balance your week and write a one-sentence plan for the change.

QUESTIONS

1. How many total hours did you spend on schoolwork this week, based on your schedule?

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2. Which category took up the most time in your week: school, chores, free time, or physical activity?

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3. What time block did you circle to adjust, and why?
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4. Why is it useful to write out a schedule instead of just planning your week in your head?
