

Center for Academic Achievement

Time Management Weekly Planner

Use the time management log to schedule out your weekly activity/commitments.

Time	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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							
12:00 AM							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							



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Using the level of difficulty stated below, determine how many hours you need to study per week for each class. These hours are in addition to your time in class.

Levels of Difficulty

Low difficulty course = 1 study hour per credit hour

Average difficulty course = 2 study hours per credit hour

High difficulty course = 3 study hour per credit hour

Class (credit hour)	X	Difficulty	=	Study hours per week
Ex. MAC 1105 (3)	X	3 (high difficulty)	=	9 hours
	X		=	
	X		=	
	X		=	
	X		=	
	X		=	
		Total study hours per week	=	

There are 168 hours in a week. Determine how many hours per week you spend studying.



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