

Time Management Daily Schedule



DATE: _____

TIME I NEED TO WAKE UP: _____

The time I choose will allow me enough time to do all things I need to do before I leave listed below

THINGS I NEED TO DO BEFORE I LEAVE THE FOR SCHOOL/ACTIVITY	TIME I NEED (MINUTES)

Do I have everything I need to leave for school/activity?

I got it!

TOP THREE PRIORITIES TO COMPLETE TODAY	WHO I NEED TO ASK FOR HELP	DONE!
1		
2		
3		

(Continued on next page)

TODAY'S AFTER SCHOOL ACTIVITIES/APPOINTMENTS/CHORES

(CHECK WHEN COMPLETE)

1 _____

2 _____

3 _____

HOMEWORK/TASKS TO DO FOR TOMORROW

(CHECK WHEN COMPLETE)

1 _____

2 _____

3 _____

THINGS TO REMEMBER FOR TOMORROW:

1 _____

2 _____

3 _____

TIME FOR BED: _____