

---

# Manage your time

## What commitments do you have?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Prioritize your tasks

Must Do

Should Do

Want to Do

★ _____	★ _____	★ _____
★ _____	★ _____	★ _____
★ _____	★ _____	★ _____
★ _____	★ _____	★ _____
★ _____	★ _____	★ _____
★ _____	★ _____	★ _____

# Create a schedule for this week

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							