



MY TIME MANAGEMENT CHART



Plan My Day, Manage My Time, Achieve My Goals!

Name: _____

Date: _____

Today I will: _____

TIME	TASK / ACTIVITY	IMPORTANT?	DONE	NOTES
	Wake Up & Morning Routine	☆ ☆ ☆	☐	_____ _____
	Get Ready for School	☆ ☆ ☆	☐	_____ _____
	School / Classes	☆ ☆ ☆	☐	_____ _____
	Lunch & Break Time	☆ ☆ ☆	☐	_____ _____
	Homework / Study Time	☆ ☆ ☆	☐	_____ _____
	Play / Outdoor Activity	☆ ☆ ☆	☐	_____ _____
	Hobbies / Creative Time	☆ ☆ ☆	☐	_____ _____
	Dinner Time	☆ ☆ ☆	☐	_____ _____
	Reading / Quiet Time	☆ ☆ ☆	☐	_____ _____
	Bed Time	☆ ☆ ☆	☐	_____ _____

GOALS FOR TODAY



I DID IT!



Great job!
I managed
my time
today!

PARENT / TEACHER NOTE



Small steps every day lead to big changes tomorrow.
Keep planning, stay focused, and believe in yourself!

