Weekly Time Management Log

(How Do You Spend Your Week?)

WEEK: _____

TOP 3 GOALS FOR THE WEEK

1. _____ 2. _____ 3. _____

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat

*Use highlighters to indicate your ENERGY LEVEL while doing a certain activity.

Suggested Colors: GREEN : ENERGIZED ; VERY PRODUCTIVE ORANGE : MODERATELY ENERGIZED ; MODERATELY PRODUCTIVE BLUE : LOW ENERGY ; DID NOTHING

*Example - Cleaning My Room Studying Watching TV