Activity: Right click on this link https://umdrive.memphis.edu/kshawes/ACAD1100/timemgmt.doc and choose Save Target As to save it to your desktop. Type your schedule into the boxes including your classes, your work hours, your home responsibilities like child care, your travel time, and your study hours. (Playtime?) Save the document and then upload it to the course dropbox.

Weekly Time Management Chart

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							