

24 Hour Scheduling

A time management resource

Creating a 24 hour schedule for a week can be an extremely useful exercise so that you are able to see all of your planned activity.

Take the activities you have planned for next week and make sure you include everything. You are the only person who is going to see this. Please include all the activities you have at work and home including sleeping, breakfast, lunch, dinner, coffee/tea or other breaks. You then need to follow your plan, tick off anything completed and amend as things change. Create your plan in the table below.

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