

Name:

Student ID:

Week:

ANCHOR TIMES		
Indicate the specific times of the day you should plan to do the following activities. (Use half-hour increments.)		
Daily Activities	Time	
Rising time, Monday through Friday		
Going to sleep time Sunday through Thursday		
Bedtime Sunday through Thursday		
Quiet Time Monday through Friday		
Time to begin work		
Time for planning & organizing daily to do list		
Time to leave home to go to work (for homemaker, when everyone who is going to leave has left)		
Time for midday break		
Time for dinner		
Time to arrive at home prior to dinner or time for homemaker to begin dinner		
Time to leave work		
Time to clean up at work		
Other Than or In Addition to Daily Activities	Days	Time
Time with spouse (if married)		
Time with children (if applicable)		
Time for dealing with areas of procrastination		
Time for self-improvement		
Time for household chores		
Time for financial management and planning		
Time for job-related activity		
Time for existing commitments (meetings, etc.)		

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