

SCHEDULE BUILDER

Date:							
Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Tasks							
7:00 am							
7:30 am							
8:00 am							
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9:30 pm							
10:00 pm							

Goals for the Week	
Goal 1	
Actions	
Goal 2	
Actions	
Goal 3	
Actions	

✓	To-Do List	Priority	Date

Notes and reminders:

Evaluation of this week:

✓	Assignments	Priority	Due

For more information on time management and to develop a personalized plan, visit an [academic coach](#). All appointments are available in-person at the Student Success Center, located in the Library, or online.