|  |  |
| --- | --- |
| Time of the day | Activity |
| 0:00 |  |
| 1:00 |  |
| 2:00 |  |
| 3:00 |  |
| 4:00 |  |
| 5:00 |  |
| 6:00 |  |
| 7:00 |  |
| 8:00 |  |
| 9:00 |  |
| 10:00 |  |
| 11:00 |  |
| 12:00 |  |
| 13:00 |  |
| 14:00 |  |
| 15:00 |  |
| 16:00 |  |
| 17:00 |  |
| 18:00 |  |
| 19:00 |  |
| 20:00 |  |
| 21:00 |  |
| 22:00 |  |
| 23:00 |  |



**Time Management Chart:**

This chart outlines the 24 hours in a day. Think about the time you would typically spend on different activities such as: sleeping, working, travelling, relaxing and fill in the chart to reflect this. Are you using your time as effectively as possible? Are you overworking yourself? Where could you be making improvements?