

WB 1.2

Unit 1: Efficient Time Management

Please fill out the following schedules. For the first schedule, fill in the real things you do in those time slots. For the second one, design a practicable schedule that will best help you manage your time for university studies. It is a schedule to help you use your time, not a schedule for the teacher to check. In order to make it a workable schedule, look at the way you spend your time, and consider the time you need to prepare for different courses and finish all assignments. Also, remember to fit in some time for rest and relaxation, too.

My Weekly Schedule: The Present One

| Day/Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------|--------|---------|-----------|----------|--------|----------|--------|
| | | | | | | | |
| 8:10—10:00 | | | | | | | |
| 10:10—12:00 | | | | | | | |
| 12:00—13:40 | | | | | | | |
| 13:40—15:30 | | | | | | | |
| 15:40—17:30 | | | | | | | |
| 17:30--18:40 | | | | | | | |
| 18:40—20:30 | | | | | | | |
| 20:30—22:00 | | | | | | | |
| 22:00—24:00 | | | | | | | |
| | | | | | | | |

My Weekly Schedule: The Efficient & Practical One

| Day/Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------|--------|---------|-----------|----------|--------|----------|--------|
| | | | | | | | |
| 8:10—10:00 | | | | | | | |
| 10:10—12:00 | | | | | | | |
| 12:00—13:40 | | | | | | | |
| 13:40—15:30 | | | | | | | |
| 15:40—17:30 | | | | | | | |
| 17:30--18:40 | | | | | | | |
| 18:40—20:30 | | | | | | | |
| 20:30—22:00 | | | | | | | |
| 22:00—24:00 | | | | | | | |
| | | | | | | | |