Student Organization Academy Time Management

To Do List:

•			
•			
•			
•			
•			
•			
•			
•			
•			

	Urgent	Not Urgent
Important	Do Immediately	Schedule
Not Important	Delegate	Eliminate

Time	Mon	Tue	Wed	Thur	Fri	Sat	Sun
12 am							
1 am							
2 am							
3 am							
4 am							
5 am							
6 am							
7 am							

8 am				
9 am				
10 am				
11 am				
12 pm				
1 pm				
2 pm				
3 pm				
4 pm				
5 pm				

6 pm				
7 pm				
8 pm				
9 pm				
10 pm				
11 pm				