

## Time Management Worksheet

Date: \_\_\_\_\_  
 Time      Description of Activity

Urgent  
Important  
Both

7:30 AM				
8:00				
8:30				
9:00				
9:30				
10:00				
10:30				
11:00				
11:30				
12:00PM				
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11:00				
11:30				
12:00AM				

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12:00AM				