

## Time Management Schedule

Fill in the activities that you **MUST** do, like teach a class, pick up the children, etc. Then fill in things you **WANT** to do, like the department happy hour, reading the newspaper, etc. Look at the blocks of time remaining and think strategically about how you can use those small chunks of time to do something productive with your dissertation.

### EXAMPLE

**WEEK OF** \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-8 a.m.	Dressed/ Breakfast	Gym	Dressed/ Breakfast	Gym			
8-9 a.m.	Drive in	Dressed/ Breakfast	Dissertation	Dressed/ Breakfast	Sleep Late		
9-10 a.m.	Meet Advisor	Dissertation	Dissertation	Meeting @ Odum Inst.	Breakfast w/ Lab group		
10-11 a.m.	Dissertatio n	Dissertation	Dissertation		Dissertation	Grading	Grading
11-noon.	Dissertatio n	Teach	Read	Teach	Dissertation	Grading	Grading
Noon-1p.m.	Dissertatio n	Teach	Read	Teach	Dissertation		Lunch w/ family
1-2 p.m.	Lunch	Library	Lunch	Office hours/lunch		Read	Lunch w/ family
2-3 p.m.	Seminar	Late lunch	Work	Dept. mtg.	Work	Read	Lunch w/ family
3-4 p.m.	Seminar	Learning Ctr. apt.	Work		Work	Writing Group	
4-5 p.m.	Seminar	Prep for teaching	Work	Dissertation	Work	Writing Group	Library
5-6 p.m.	Drive to restaurant	Prep for teaching	Work	Dissertation	Work		Library
6-7 p.m.	Dinner w/ friends		Dinner	Dissertation	Errands		
7-8 p.m.	Grocery shopping	Dinner	Call parents	Dinner w/ job candidate			
8-9 p.m.		Read		Dinner w/ job candidate			
9-10 p.m.		Read					
10-11 p.m.							
11-midnight							

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6-7 p.m.							
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8-9 p.m.							
9-10 p.m.							
10-11 p.m.							
11-midnight							