MERIT BADGE CLASS

Personal Management Merit Badge
Time Management Plan

Name _____

In their order of importance, list your weekly "To Dos" in the activity column. These can include homework, chores, sports, clubs, church, hobbies, etc. Then, record when you will complete each activity in the Scheduled column. Finally, place an x in the calendar columns if each activity is completed. Remember, not all activities need to be completed.

Activity	Scheduled (day and time)	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Example – Homework	M-F 3:30pm – 5:30pm	x	x	x	x	x		