

HANDOUT 17A Time Management - Timetable



TRANSITIONAL SKILLS

TIME MANAGEMENT

Step 1: Fill in the timetable below, to show the tasks that you have to do for an entire week.

Step 2: Please take the time to colour the following squares in different colours, e.g.:

- Red: Work or school hours
- Green: Domestic tasks
- Blue: Spare-time
- Yellow: Other tasks that you consider relevant

For things like eating, sleeping or personal care, leave a blank space – do not colour them.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

