My **ACTION PLAN**

…will help me identify my key strengths, available resources, and major obstacles.

…will be a roadmap I can utilize to achieve scholastic, professional, and personal success.

…will be a tool I can use to communicate my goals, struggles, and accomplishments with others.

**Effectively Managing Time**

Successful people often map out a strategy to utilize their time effectively and efficiently. Please use the table below to map out your weekly activities and time commitments in order to be successful and best manage your time this term.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| HOUR |  **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 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 |  |  |  |  |  |  |  |
| 12 AM |  |  |  |  |  |  |  |