

WANT MORE?

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tsfx

TIME MANAGEMENT

TEMPLATES

WANT MORE?

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SECTION 6: TIME MANAGEMENT TEMPLATES
THE EISENHOWER PRIORITY MATRIX

		Does this Need to Happen NOW?	
		Urgent	Not Urgent
Does this really matter?	Important	I.	II.
	Not Important	III.	IV.

2024

JANUARY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

M	T	W	T	F	S	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

M	T	W	T	F	S	S
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4	5	6	7	8	9	10
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25	26	27	28	29	30	

DECEMBER

M	T	W	T	F	S	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEMESTER *Planner*

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:00					
09:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					
18:00					
19:00					

ASSIGNMENT *Planner*

SUBJECT:

DUE DATE:

DESCRIPTION



IDEAS



RESOURCES



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TASK

DUE DATE

	TASK	DUE DATE

SUBMITTED:

FINAL GRADE:

COURSE *Overview*

COURSE :

REQUIRED ATTENDANCE: ✓ / ✗

START DATE:

COMPLETED BY:

GOAL GRADE:

FINAL GRADE:

ASSIGNMENTS / READINGS:

TIME: _____

LOCATION: _____

INSTRUCTOR: _____

OFFICE HOURS: _____

CONTACT INFO: _____

COURSE MODULES

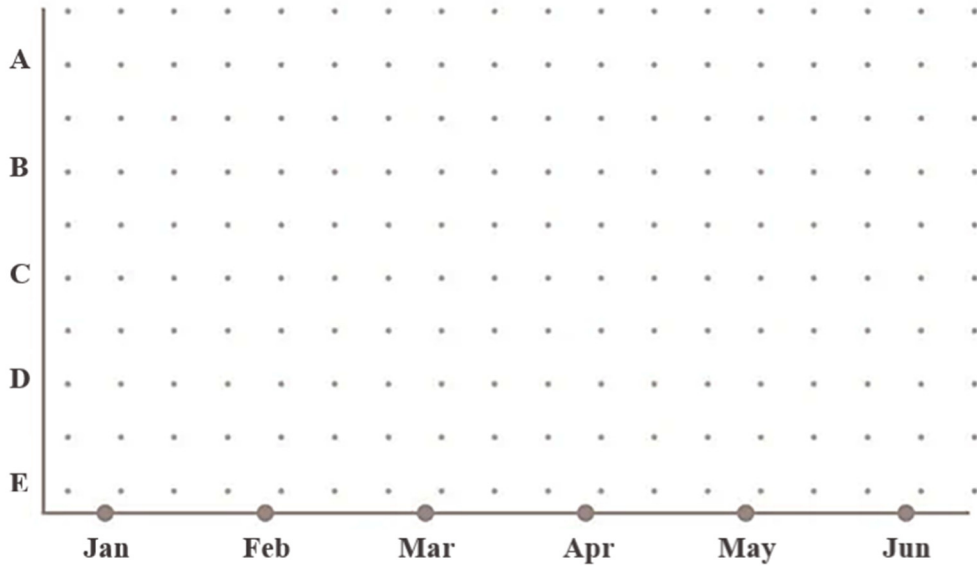
EXAM DATES

GRADE Tracker

SUBJECT:	
GOAL GRADE:	FINAL GRADE:

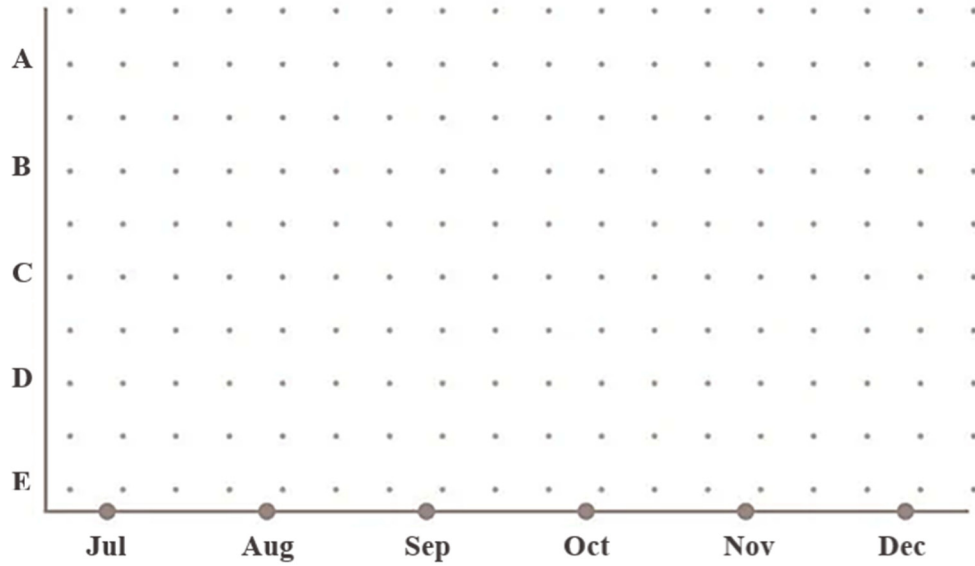
DATE	ASSIGNMENT	GRADE	PASSED
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
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			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗
			✓ / ✗

GRADE TRACKER



DATE	ASSIGNMENT / EXAM	GRADE

GRADE TRACKER



DATE	ASSIGNMENT / EXAM	GRADE

EXAM *Timetable*

SEMESTER:

EXAM	DATE	TIME	LOCATION	✓

PROJECT *planner*

CLASS

DUE DATE

ASSIGNMENT DETAILS

MATERIALS

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RESOURCES

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TO DO LIST

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NOTES

STUDY *Planner*

M - T - W - T - F - S - S

STUDY HOURS _____

DATE: _____

GOAL: _____

SUBJECT: _____

ACTUAL: _____

TOPIC / TASK	TIME REQUIRED	TIME SPENT	✓

NOTES 


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DAILY PLANNER

DATE:

MY MOOD TODAY



WATER TRACKER



TODAY'S BIG GOAL

Blank space for writing today's big goal.

NOTES

Multiple horizontal lines for taking notes.

SCHEDULE

6:00

7:00

8:00

9:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

DAILY STUDY PLANNER

DATE

MO TU WE TH FR SA SU

STUDY HOURS

EXPECTED	HOUR	MINUTES
ACTUAL	HOUR	MINUTES

TODAYS SUBJECTS

DEADLINES

STUDY PROGRESS

TIME TABLE

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GOALS

NOTES & DOODLES

Daily Planner

Date _____

SCHEDULE

6:00 _____

7:00 _____

8:00 _____

9:00 _____

10:00 _____

11:00 _____

12:00 _____

1:00 _____

2:00 _____

3:00 _____

4:00 _____

5:00 _____

6:00 _____

7:00 _____

8:00 _____

9:00 _____

MAIN PRIORITIES

1 _____
2 _____
3 _____

TO DO

GOAL	ACTUAL
FOUNDATION	DELETE
ADD	REARRANGE
WHITE SPACE	

This week

MONDAY

7: _____
 8: _____
 9: _____
 10: _____
 11: _____
 12: _____
 1: _____
 2: _____
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 6: _____
 7: _____
 8: _____

TUESDAY

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 8: _____

WEDNESDAY

7: _____
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 12: _____
 1: _____
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 7: _____
 8: _____

THURSDAY

7: _____
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 11: _____
 12: _____
 1: _____
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 6: _____
 7: _____
 8: _____

FRIDAY

7: _____
 8: _____
 9: _____
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 11: _____
 12: _____
 1: _____
 2: _____
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 4: _____
 5: _____
 6: _____
 7: _____
 8: _____

SATURDAY

SUNDAY

S	M	T	W	T	F	S
□	□	□	□	□	□	□
□	□	□	□	□	□	□
□	□	□	□	□	□	□
□	□	□	□	□	□	□
□	□	□	□	□	□	□
□	□	□	□	□	□	□

TimeMastery.com

TO DO

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<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
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<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

ERRANDS

<input type="checkbox"/> _____	<input type="checkbox"/> _____
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<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

MONTH / YEAR:	MONDAY:	TUESDAY:	WEDNESDAY:				
	GOAL	GOAL	GOAL				
THIS WEEK'S GOAL	PRIORITIES	PRIORITIES	PRIORITIES				
.....	1	1	1				
.....	2	2	2				
.....	3	3	3				
	7:00	7:00	7:00				
.....	8:00	8:00	8:00				
.....	9:00	9:00	9:00				
.....	10:00	10:00	10:00				
.....	11:00	11:00	11:00				
THIS WEEK PRIORITY	12:00	12:00	12:00				
.....	1:00	1:00	1:00				
.....	2:00	2:00	2:00				
.....	3:00	3:00	3:00				
.....	4:00	4:00	4:00				
.....	5:00	5:00	5:00				
.....	6:00	6:00	6:00				
.....	7:00	7:00	7:00				
.....	8:00	8:00	8:00				
.....	9:00	9:00	9:00				
PERSONAL TO-DO LIST	HABIT TRACKER						
○	M	T	W	T	F	S	S
○							
○							
○							
○							
○							
○							

THURSDAY:	FRIDAY:	SATURDAY:	SUNDAY:
GOAL	GOAL	GOAL	GOAL
PRIORITIES	PRIORITIES	PRIORITIES	PRIORITIES
1	1	1	1
2	2	2	2
3	3	3	3
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00
10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00
12:00	12:00	12:00	12:00
1:00	1:00	1:00	1:00
2:00	2:00	2:00	2:00
3:00	3:00	3:00	3:00
4:00	4:00	4:00	4:00
5:00	5:00	5:00	5:00
6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00

NOTES

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WEEKLY PLANNER



WEEK AT A GLANCE

sunday	monday	tuesday	wednesday	thursday	friday	saturday



DAILY TO DO LIST

sunday	monday	tuesday	wednesday	thursday	friday	saturday
1 _____	1 _____	1 _____	1 _____	1 _____	1 _____	1 _____
2 _____	2 _____	2 _____	2 _____	2 _____	2 _____	2 _____
3 _____	3 _____	3 _____	3 _____	3 _____	3 _____	3 _____



WHAT'S FOR DINNER?

sunday	monday	tuesday	wednesday	thursday	friday	saturday



GOALS



NOTES

GOALS

S									
M									
T									
W									
T									
F									
S									

MONTH

	S	M	T	W	T	F	S
Q1	1	2	3				
Q2	4	5	6				
Q3	7	8	9				
Q4	10	11	12				

TO-DO

HABITS

NOTES

SEMESTER *Overview*

YEAR: _____

SEMESTER: _____

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

EXAM REVISION PLANNER

CLASS

EXAM DATE

TOPIC / CHAPTER :

TO DO	DATE	✓	REMARKS

TOPIC / CHAPTER :

TO DO	DATE	✓	REMARKS

TOPIC / CHAPTER :

TO DO	DATE	✓	REMARKS

TOPIC / CHAPTER :

TO DO	DATE	✓	REMARKS

STUDY PLANNER

CLASS:

TOPICS:

NOTES REVISION CONFIDENT

	NOTES	REVISION	CONFIDENT
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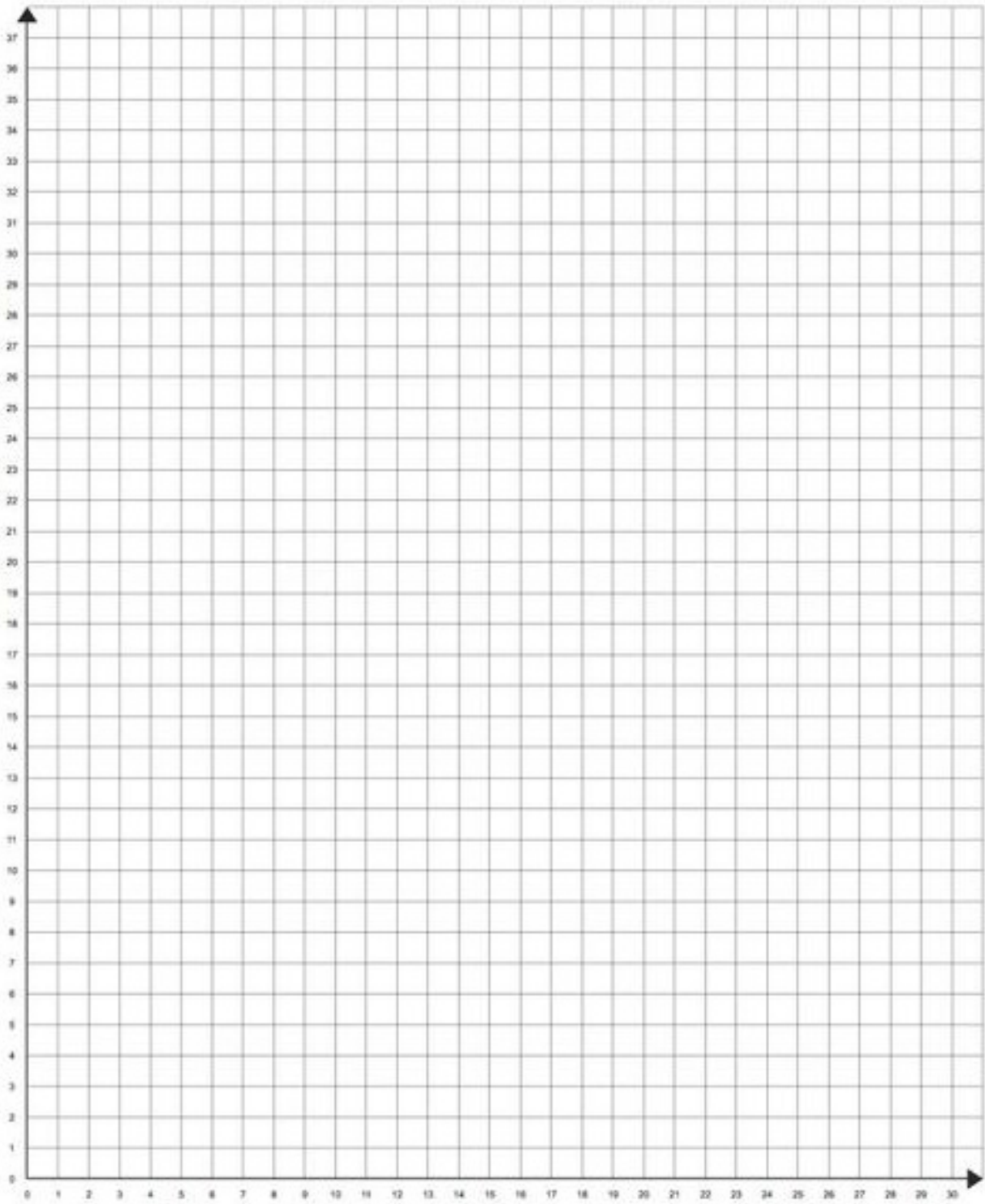
PAST PAPERS:

YEAR	COMPLETE
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OTHER NOTES:

QUESTIONS/DIFFICULTIES:

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- YEARLY
- MONTHLY
- WEEKLY
- DAILY
- EVENTS
- HEALTH
- MONEY
- GOALS
- NOTES
- LISTS



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GENERAL
MONTHLY
WEEKLY
DAILY
HOURS
HEALTH
ACQUIRED
GOALS
NOTES
LISTS

Course Notes

COURSE:
MODULE:

KEY POINTS

NOTES

TO DO LIST



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4 FREE!



SACS, Ranks, Moderation
& the ATAR

VCE
EXAM GUIDE

DON'T MISS OUR OTHER



GREAT MEGAKITS!



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VCE EXAM
GUIDE



Beating Procrastination

STRESS & THE VCE



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