

Time Management: Activity Schedule



The phrase “time management” refers to the way that you organize and plan how much time you spend on different activities. There are some basic strategies that all schedules need in order for them to be realistic and effective:

Directions:

Fill in the attached calendar for Spongebob based on the following information:

1. Spongebob goes to school every week day from 7:00 AM to 2:30 PM.
2. There is a big Science test on Friday morning that he has to study for.
3. On Wednesday afternoon, Spongebob has a project due for his Culinary Arts class.
4. Afterschool on Thursday is a Prom Committee meeting that he has to attend. It will be over at 4:00 PM. He told the committee he would bring snacks.
5. He has a vet appointment for Gary on Wednesday from 3:30 to 4:30 PM.
6. Plankton is having a big party on Friday night at the Chum Bucket that starts at 8:00 PM.
7. On Monday from 10:00 AM to 11:00 AM there is a meeting in the auditorium for all graduating seniors; he must hand in his yearbook order and money at this time.
8. Mr. Krabbs has Spongebob working part time this week. His hours are 5:00 PM to 8:00 PM on Monday and Tuesday and 8:00 AM to 1:00 PM on Saturday.
9. There is a free concert in the park on Wednesday at 6:00 PM.
10. Spongebob has plans to go to the movies with Sandy on Sunday to see the new *Mermaid Man and Barnacle Boy* movie. It starts at 1:00 PM and runs 2 hours.