

**URBAN RESOURCE CENTER**

# Time Management Tracker: 168 Hours in a Week



Name: \_\_\_\_\_

Date: \_\_\_\_\_

	Monday	Q	Tuesday	Q	Wednesday	Q	Thursday	Q	Friday	Q	Saturday	Q	Sunday	Q
3:00-6:00am														
6:00-7:00am														
7:00-8:00am														
8:00-9:00am														
9:00-10:00am														
10:00-11:00am														
11:00am-12:00pm														
12:00-1:00pm														
1:00-2:00pm														
2:00-3:00pm														
3:00-4:00pm														
4:00-5:00pm														
5:00-6:00pm														
6:00-7:00pm														
7:00-8:00pm														
8:00-9:00pm														
9:00-10:00pm														
10:00-11:00pm														
11:00pm-12:00am														
12:00-3:00am														

**Q1** = Crises, Emergencies (Important/Urgent)

**Q2** = Preparation, Planning, Improvement (Important/Not Urgent)

**Q3** = Interruptions (Not Important/Urgent)

**Q4** = Time Wasters (Not Important/Not Urgent)