|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Student No.:** |  | **Tutor Group:** |  |

**Managing Your Time – Quick Activity**

Complete the timetable blank timetable below, filling in when you have lessons, and when you could be completing homework or reading around your subjects. Don’t forget to include any extra-curricular activities you take part in – in or out of college – which take place during the day (e.g. music classes, job, D of E meetings, etc.). Below the timetable is a way to work out how many sessions to give to each subject.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 08:45  -  09:30 | 09:30  -  10:15 | 10:15  -  10:45 | 10:45  -  11:30 | 11:30  -  12:15 | 12:15  -  13:00 | 13:00  -  13:15 | 13:15  -  14:00 | 14:00  -  14:45 | 14:45  -  15:30 | 15:30  -  16:15 | 16:15  -  17:00 | After  College |
| Mon |  |  |  |  |  |  |  | |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  | |  |  |  |  |  |
| Thu |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  | |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **When is homework usually set?**  **(add for more than one teacher if necessary)** | **When is homework usually due?**  **(add for more than one teacher if necessary)** | **Approximate number of sessions/hours needed each week?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Remember, your timetable can be flexible, as subject demands will change throughout the year, and you will need to add in revision later on. But try to get into a good habit now to help you stay on top of things.