



UW flexible option

UNIVERSITY OF WISCONSIN SYSTEM

Negotiables v Non-negotiables:

A weekly time management resource

Directions: Make a list of your obligations throughout the week along with a time block for each obligation. Don't forget your obligations outside of academics (ex: dinner prep, soccer practice, or work projects)

Monday:

_____	_____
_____	_____
_____	_____

Tuesday:

_____	_____
_____	_____
_____	_____

Wednesday:

_____	_____
_____	_____
_____	_____

Thursday:

_____	_____
_____	_____
_____	_____

Friday:

_____	_____
_____	_____
_____	_____

Saturday:

_____	_____
_____	_____
_____	_____

Sunday:

_____	_____
_____	_____
_____	_____

Next, determine what you can cut from this list (the items that can be negotiated). Can you pass this task onto someone else? Is this something that needs to get done? Do you have to do it this week?

Circle the activities that can be negotiated.

Use what is left over to fill in a time management schedule.