The RAMS Way: Time Management Planner

Use this tool to plan a manageable schedule for the time required to meet your academic and personal goals.

Students should review course descriptions, speak to school counselors, teachers, and peers and then note the anticipated amount of work outside of the school day required for each class; these estimates will vary by student and course. Students who narrowly meet the prerequisite for a course, or waive into a course, may need to budget more time above the estimates. Students are most successful when they plan for a realistic schedule that allows for a sufficient challenge while maintaining balance. Do it The RAMS Way: students who do make informed choices about scheduling are better able to achieve academically and enjoy personal wellness.

Academic Time: *list the daily homework and study time needed for proposed courses*
Ram Tip: talk to the teachers of the classes you want to take prior to scheduling

Courses Desired	Daily Homework/Study Time	Hours per Week
Total hours needed for Academic Time		**0**

Extra-Curricular Activities: *list the time spent in any activity outside of the school day* *Ram Tip: talk to your coaches and activity sponsors*	**Hours per Week**
Total hours needed for Extra-Curricular Activities	**0**

Personal Time: *include time spent relaxing, sleeping, socializing, or other non-structured activities* *Ram Tip: talk to your parent(s)/guardian(s); remember that you are in school for about 7.5 per day and 8.25 hours of sleep per night is recommended for high school students*	**Hours per Week**
Total hours needed for Personal Time	**0**

Total Committed Hours: *add all totals together*	**0**
Total Available Hours: *number of hours in a week*	**168**
Total Extra Time: subtract Total Committed Hours from Total Available Hours	**168**