Time Management Plan Template

**Student Name:** **Date:**

**Directions:**

1. Carefully read the Time Management Plan Guidelines and Grading Rubric found under Week 2 Assignments, which provides specific details on how to complete this assignment.
2. Rename this template by clicking File, then Save As. Change the file name so it reads *Your Last Name Time Management Plan.docx*. For example, if your last name is Smith, type Smith Time Management Plan.docx.
3. Save the document as a .docx compatible with Microsoft Word 2010 or later.
4. Type your name and date at the top of this template.
5. Type your answers directly on the template. Follow all instructions. Save frequently to prevent loss of your work.
6. Prior to the due date, post general questions about this assignment to the Q & A Forum so your classmates can read the advice, too. You may also e-mail private questions to your instructor.
7. Submit this assignment by clicking on the orange Submit Assignment button on the Week 2 Time Management Plan Assignment page by the end of Week 2, Sunday at 11:59 p.m. MT.

|  |
| --- |
| ***NOTE: Assigned Template MUST be used for this assignment. Failure to do so may result in loss of points and/or Academic Integrity violation investigation.***  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Times** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 12 a.m.–1 a.m.  |  |  |  |  |  |  |  |
| 1 a.m.–2 a.m.  |  |  |  |  |  |  |  |
| 2 a.m.–3 a.m.  |  |  |  |  |  |  |  |
| 3 a.m.–4 a.m.  |  |  |  |  |  |  |  |
| 4 a.m.–5 a.m. |  |  |  |  |  |  |  |
| 5 a.m.–6 a.m. |  |  |  |  |  |  |  |
| 6 a.m.–7 a.m. |  |  |  |  |  |  |  |
| 7 a.m.–8 a.m. |  |  |  |  |  |  |  |
| 8 a.m.–9 a.m. |  |  |  |  |  |  |  |
| 9 a.m.–10 a.m. |  |  |  |  |  |  |  |
| 10 a.m.–11 a.m. |  |  |  |  |  |  |  |
| 11 a.m.–12 p.m. |  |  |  |  |  |  |  |
| 12 p.m.–1 p.m. |  |  |  |  |  |  |  |
| 1 p.m.–2 p.m. |  |  |  |  |  |  |  |
| 2 p.m.–3 p.m. |  |  |  |  |  |  |  |
| 3 p.m.–4 p.m. |  |  |  |  |  |  |  |
| 4 p.m.–5 p.m. |  |  |  |  |  |  |  |
| 5 p.m.–6 p.m. |  |  |  |  |  |  |  |
| 6 p.m.–7 p.m. |  |  |  |  |  |  |  |
| 7 p.m.–8 p.m. |  |  |  |  |  |  |  |
| 8 p.m.–9 p.m. |  |  |  |  |  |  |  |
| 9 p.m.–10 p.m. |  |  |  |  |  |  |  |
| 10 p.m.–11 p.m. |  |  |  |  |  |  |  |
| 11 p.m.–12 a.m. |  |  |  |  |  |  |  |
|  |
| **Academic Integrity Policy Attestation:** By typing my name in the box to the right, I attest and affirm that I have watched the entire Integrity Matters Tutorial and will comply with the Academic Integrity Policy of Chamberlain College of Nursing.  | **Answer:** |
| **Academic Integrity Question #1:**What is one example of plagiarism that was mentioned in the Chamberlain Integrity Matters Tutorial?  | **Answer:** |
| **Academic Integrity Question #2:**Other than not sharing passwords, what is one way students can avoid plagiarism that was mentioned in the Chamberlain Integrity Matters Tutorial? | **Answer:** |
| **Self-Evaluation: Challenges (see Rubric)**What are your greatest *challenges* with time management?  | **Answer:**  |
| **Self-Evaluation: Strategies (see Rubric)**What effective *strategies* will you use to overcome these challenges? | **Answer:**   |