



# Time Management Templates & Sheets Collection

## Student Time Management Template

### Weekly Study Planner

WEEK OF: \_\_\_\_\_

MONDAY

☐ Morning (6-12): \_\_\_\_\_

☐ Afternoon (12-6): \_\_\_\_\_

☐ Evening (6-10): \_\_\_\_\_

☐ Study Sessions: \_\_\_\_\_

☐ Assignments Due: \_\_\_\_\_

TUESDAY

☐ Morning (6-12): \_\_\_\_\_

☐ Afternoon (12-6): \_\_\_\_\_

☐ Evening (6-10): \_\_\_\_\_

☐ Study Sessions: \_\_\_\_\_



☐ Assignments Due: \_\_\_\_\_

#### WEDNESDAY

☐ Morning (6-12): \_\_\_\_\_

☐ Afternoon (12-6): \_\_\_\_\_

☐ Evening (6-10): \_\_\_\_\_

☐ Study Sessions: \_\_\_\_\_

☐ Assignments Due: \_\_\_\_\_

#### THURSDAY

☐ Morning (6-12): \_\_\_\_\_

☐ Afternoon (12-6): \_\_\_\_\_

☐ Evening (6-10): \_\_\_\_\_

☐ Study Sessions: \_\_\_\_\_

☐ Assignments Due: \_\_\_\_\_

#### FRIDAY

☐ Morning (6-12): \_\_\_\_\_

☐ Afternoon (12-6): \_\_\_\_\_

☐ Evening (6-10): \_\_\_\_\_



☐ Study Sessions: \_\_\_\_\_

☐ Assignments Due: \_\_\_\_\_

#### SATURDAY

☐ Morning (6-12): \_\_\_\_\_

☐ Afternoon (12-6): \_\_\_\_\_

☐ Evening (6-10): \_\_\_\_\_

☐ Study Sessions: \_\_\_\_\_

☐ Personal Time: \_\_\_\_\_

#### SUNDAY

☐ Morning (6-12): \_\_\_\_\_

☐ Afternoon (12-6): \_\_\_\_\_

☐ Evening (6-10): \_\_\_\_\_

☐ Week Review: \_\_\_\_\_

☐ Next Week Prep: \_\_\_\_\_

### Assignment Tracker

ASSIGNMENT TRACKER - SEMESTER: \_\_\_\_\_

SUBJECT: \_\_\_\_\_



Assignment: \_\_\_\_\_

Due Date: \_\_\_\_\_ Priority: ☐ High ☐ Medium ☐ Low

Status: ☐ Not Started ☐ In Progress ☐ Complete

Notes: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

Assignment: \_\_\_\_\_

Due Date: \_\_\_\_\_ Priority: ☐ High ☐ Medium ☐ Low

Status: ☐ Not Started ☐ In Progress ☐ Complete

Notes: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

Assignment: \_\_\_\_\_

Due Date: \_\_\_\_\_ Priority: ☐ High ☐ Medium ☐ Low

Status: ☐ Not Started ☐ In Progress ☐ Complete

Notes: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

Assignment: \_\_\_\_\_

Due Date: \_\_\_\_\_ Priority: ☐ High ☐ Medium ☐ Low



Status: ☐ Not Started ☐ In Progress ☐ Complete

Notes: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

Assignment: \_\_\_\_\_

Due Date: \_\_\_\_\_ Priority: ☐ High ☐ Medium ☐ Low

Status: ☐ Not Started ☐ In Progress ☐ Complete

Notes: \_\_\_\_\_

## Study Session Planner

### STUDY SESSION PLANNER

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_

Subject: \_\_\_\_\_

Goal: \_\_\_\_\_

POMODORO TRACKER (25 min work + 5 min break)

☐ Session 1: \_\_\_\_\_

☐ Session 2: \_\_\_\_\_

☐ Session 3: \_\_\_\_\_

☐ Session 4: \_\_\_\_\_



☐ Long Break (15-30 min)

FOCUS AREAS:

☐ Reading: \_\_\_\_\_

☐ Note-taking: \_\_\_\_\_

☐ Practice Problems: \_\_\_\_\_

☐ Review: \_\_\_\_\_

ENERGY LEVEL: ☐ High ☐ Medium ☐ Low

PRODUCTIVITY RATING: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

NOTES & REFLECTIONS:

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## Teacher Time Management Template

### Daily Lesson Planner



## DAILY LESSON PLANNER

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

BEFORE SCHOOL (Time: \_\_\_\_\_ - \_\_\_\_\_)

☐ Review lesson plans

☐ Prepare materials

☐ Check emails

☐ Set up classroom

☐ Other: \_\_\_\_\_

PERIOD 1 (Time: \_\_\_\_\_ - \_\_\_\_\_)

Lesson: \_\_\_\_\_

Materials needed: \_\_\_\_\_

Assessment: \_\_\_\_\_

PERIOD 2 (Time: \_\_\_\_\_ - \_\_\_\_\_)

Lesson: \_\_\_\_\_

Materials needed: \_\_\_\_\_

Assessment: \_\_\_\_\_



PERIOD 3 (Time: \_\_\_\_\_ - \_\_\_\_\_)

Lesson: \_\_\_\_\_

Materials needed: \_\_\_\_\_

Assessment: \_\_\_\_\_

LUNCH/PREP (Time: \_\_\_\_\_ - \_\_\_\_\_)

☐ Grading

☐ Parent calls

☐ Lesson prep

☐ Personal time

PERIOD 4 (Time: \_\_\_\_\_ - \_\_\_\_\_)

Lesson: \_\_\_\_\_

Materials needed: \_\_\_\_\_

Assessment: \_\_\_\_\_

PERIOD 5 (Time: \_\_\_\_\_ - \_\_\_\_\_)

Lesson: \_\_\_\_\_

Materials needed: \_\_\_\_\_





Assessment: \_\_\_\_\_

AFTER SCHOOL (Time: \_\_\_\_\_ - \_\_\_\_\_)

☐ Student help

☐ Grading

☐ Planning

☐ Meetings

☐ Personal tasks

REFLECTION:

What worked well today? \_\_\_\_\_

What needs improvement? \_\_\_\_\_

Tomorrow's priorities: \_\_\_\_\_

## Weekly Teacher Overview

WEEKLY TEACHER OVERVIEW

WEEK OF: \_\_\_\_\_

MONDAY PRIORITIES:

☐ Lesson: \_\_\_\_\_

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☐ Grading: \_\_\_\_\_

☐ Admin: \_\_\_\_\_

☐ Personal: \_\_\_\_\_

#### TUESDAY PRIORITIES:

☐ Lesson: \_\_\_\_\_

☐ Grading: \_\_\_\_\_

☐ Admin: \_\_\_\_\_

☐ Personal: \_\_\_\_\_

#### WEDNESDAY PRIORITIES:

☐ Lesson: \_\_\_\_\_

☐ Grading: \_\_\_\_\_

☐ Admin: \_\_\_\_\_

☐ Personal: \_\_\_\_\_

#### THURSDAY PRIORITIES:

☐ Lesson: \_\_\_\_\_

☐ Grading: \_\_\_\_\_

☐ Admin: \_\_\_\_\_



☐ Personal: \_\_\_\_\_

#### FRIDAY PRIORITIES:

☐ Lesson: \_\_\_\_\_

☐ Grading: \_\_\_\_\_

☐ Admin: \_\_\_\_\_

☐ Personal: \_\_\_\_\_

#### WEEKEND TASKS:

☐ Lesson planning: \_\_\_\_\_

☐ Grading: \_\_\_\_\_

☐ Personal time: \_\_\_\_\_

☐ Family time: \_\_\_\_\_

#### UPCOMING DEADLINES:

\_\_\_\_\_

\_\_\_\_\_

## Grading & Assessment Tracker

#### GRADING TRACKER



ASSIGNMENT: \_\_\_\_\_

CLASS: \_\_\_\_\_ DATE ASSIGNED: \_\_\_\_\_

DUE DATE: \_\_\_\_\_ GRADING DEADLINE: \_\_\_\_\_

GRADING SCHEDULE:

- ☐ Day 1: Students 1-10
- ☐ Day 2: Students 11-20
- ☐ Day 3: Students 21-30
- ☐ Day 4: Enter grades & feedback
- ☐ Day 5: Return to students

GRADING FOCUS:

- ☐ Content accuracy
- ☐ Organization
- ☐ Effort
- ☐ Improvement
- ☐ Participation

TIME TRACKING:

Started: \_\_\_\_\_ Finished: \_\_\_\_\_ Total Time: \_\_\_\_\_



NOTES:

Common mistakes: \_\_\_\_\_

Students needing extra help: \_\_\_\_\_

Reteaching needed: \_\_\_\_\_

\_\_\_\_\_

## Content Creator Time Management Template

### Content Calendar Planner

CONTENT CALENDAR - MONTH: \_\_\_\_\_



WEEK 1 (Dates: \_\_\_\_\_ - \_\_\_\_\_)

Content Theme: \_\_\_\_\_

MONDAY

Platform: \_\_\_\_\_ Content Type: \_\_\_\_\_

Topic: \_\_\_\_\_

Status: ☐ Idea ☐ Outline ☐ Draft ☐ Complete ☐ Posted

TUESDAY

Platform: \_\_\_\_\_ Content Type: \_\_\_\_\_

Topic: \_\_\_\_\_

Status: ☐ Idea ☐ Outline ☐ Draft ☐ Complete ☐ Posted

WEDNESDAY

Platform: \_\_\_\_\_ Content Type: \_\_\_\_\_

Topic: \_\_\_\_\_

Status: ☐ Idea ☐ Outline ☐ Draft ☐ Complete ☐ Posted

THURSDAY



Platform: \_\_\_\_\_ Content Type: \_\_\_\_\_

Topic: \_\_\_\_\_

Status: ☐ Idea ☐ Outline ☐ Draft ☐ Complete ☐ Posted

FRIDAY

Platform: \_\_\_\_\_ Content Type: \_\_\_\_\_

Topic: \_\_\_\_\_

Status: ☐ Idea ☐ Outline ☐ Draft ☐ Complete ☐ Posted

SATURDAY

Platform: \_\_\_\_\_ Content Type: \_\_\_\_\_

Topic: \_\_\_\_\_

Status: ☐ Idea ☐ Outline ☐ Draft ☐ Complete ☐ Posted

SUNDAY

Platform: \_\_\_\_\_ Content Type: \_\_\_\_\_

Topic: \_\_\_\_\_

Status: ☐ Idea ☐ Outline ☐ Draft ☐ Complete ☐ Posted

## Video Production Planner

VIDEO PRODUCTION PLANNER

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PROJECT: \_\_\_\_\_

TARGET PUBLISH DATE: \_\_\_\_\_

PRE-PRODUCTION CHECKLIST:

☐ Concept development

☐ Script writing

☐ Thumbnail design

☐ Equipment check

☐ Location setup

☐ Scheduled filming date: \_\_\_\_\_

PRODUCTION DAY:

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

☐ Equipment setup

☐ Test recording

☐ Main recording

☐ B-roll footage

☐ Backup files





#### POST-PRODUCTION TIMELINE:

- ☐ Day 1: Video editing (rough cut)
- ☐ Day 2: Audio editing & color correction
- ☐ Day 3: Graphics & transitions
- ☐ Day 4: Final review & exports
- ☐ Day 5: Upload & optimize

#### CONTENT DETAILS:

Title: \_\_\_\_\_

Description: \_\_\_\_\_

Tags: \_\_\_\_\_

Thumbnail: \_\_\_\_\_

End screen: \_\_\_\_\_

#### PROMOTION PLAN:

- ☐ Social media posts
- ☐ Community tab
- ☐ Email newsletter
- ☐ Collaborations
- ☐ Cross-platform sharing



## Content Batch Planning

CONTENT BATCHING PLANNER

BATCH SESSION DATE: \_\_\_\_\_

DURATION: \_\_\_\_\_ GOAL: \_\_\_\_\_

CONTENT TYPE: \_\_\_\_\_

Target Quantity: \_\_\_\_\_ Platform: \_\_\_\_\_

PREPARATION (30 minutes):

- ☐ Ideas list ready
- ☐ Templates prepared
- ☐ Tools/software open
- ☐ Environment set up
- ☐ Distractions eliminated

BATCH CREATION SCHEDULE:

Time Block 1 (\_\_\_\_\_ - \_\_\_\_\_):

Content pieces: \_\_\_\_\_



Time Block 2 ( \_\_\_\_\_ - \_\_\_\_\_ ) :

Content pieces: \_\_\_\_\_

Time Block 3 ( \_\_\_\_\_ - \_\_\_\_\_ ) :

Content pieces: \_\_\_\_\_

#### QUALITY CHECK:

☐ Review each piece

☐ Consistency check

☐ Error correction

☐ Final approval

#### SCHEDULING:

☐ Upload to scheduler

☐ Set publish dates

☐ Add captions/descriptions

☐ Tag appropriately

#### PRODUCTIVITY METRICS:

Planned: \_\_\_\_\_ Completed: \_\_\_\_\_ Success Rate: \_\_\_\_\_



Time per piece: \_\_\_\_\_ Total time: \_\_\_\_\_

## Creator Daily Focus Sheet

CREATOR DAILY FOCUS SHEET

Date: \_\_\_\_\_ Energy Level: ☐ High ☐ Medium ☐ Low



MORNING POWER BLOCK ( \_\_\_\_\_ - \_\_\_\_\_ )

Focus: Creating new content

☐ Task 1: \_\_\_\_\_

☐ Task 2: \_\_\_\_\_

☐ Task 3: \_\_\_\_\_

AFTERNOON ADMIN BLOCK ( \_\_\_\_\_ - \_\_\_\_\_ )

Focus: Business tasks

☐ Email responses

☐ Social media engagement

☐ Analytics review

☐ Collaboration outreach

☐ Admin tasks

EVENING PLANNING BLOCK ( \_\_\_\_\_ - \_\_\_\_\_ )

Focus: Tomorrow's preparation

☐ Content ideas brainstorm

☐ Schedule review

☐ Equipment prep



☐ Research for upcoming content

#### ENGAGEMENT TRACKING:

Comments responded to: \_\_\_\_\_

New followers: \_\_\_\_\_

Collaboration opportunities: \_\_\_\_\_

#### CONTENT PERFORMANCE:

Best performing post: \_\_\_\_\_

Engagement rate: \_\_\_\_\_

Lessons learned: \_\_\_\_\_

#### TOMORROW'S PRIORITIES:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



## YouTube Creator Planner

YOUTUBE CREATOR PLANNER

CHANNEL: \_\_\_\_\_

UPLOAD SCHEDULE: \_\_\_\_\_

CONTENT PIPELINE:

☐ Ideas List (10+ ideas ready)

☐ Scripts (3 scripts ready)

☐ Filming Queue (2 videos ready to film)

☐ Editing Queue (1 video in edit)

☐ Upload Queue (1 video ready to upload)

WEEKLY GOALS:

Videos to upload: \_\_\_\_\_

Shorts to create: \_\_\_\_\_

Community posts: \_\_\_\_\_

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Collaborations: \_\_\_\_\_

#### ANALYTICS TRACKING:

Subscribers: Start: \_\_\_\_\_ Goal: \_\_\_\_\_ Current: \_\_\_\_\_

Watch time: \_\_\_\_\_

Click-through rate: \_\_\_\_\_

Average view duration: \_\_\_\_\_

#### MONTHLY CONTENT THEMES:

Week 1: \_\_\_\_\_

Week 2: \_\_\_\_\_

Week 3: \_\_\_\_\_

Week 4: \_\_\_\_\_

#### SEASONAL CONTENT PLANNING:

Upcoming holidays/events: \_\_\_\_\_

Trending topics: \_\_\_\_\_

Evergreen content: \_\_\_\_\_

#### EQUIPMENT MAINTENANCE:





☐ Camera battery charged

☐ Memory cards formatted

☐ Microphone tested

☐ Lighting checked

☐ Backup equipment ready

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## Universal Time Management Tools

### Energy & Productivity Tracker

ENERGY & PRODUCTIVITY TRACKER

WEEK OF: \_\_\_\_\_

MONDAY

Morning Energy: ☐ High ☐ Medium ☐ Low

Afternoon Energy: ☐ High ☐ Medium ☐ Low

Evening Energy: ☐ High ☐ Medium ☐ Low

Most productive time: \_\_\_\_\_

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Least productive time: \_\_\_\_\_

#### TUESDAY

Morning Energy: ☐ High ☐ Medium ☐ Low

Afternoon Energy: ☐ High ☐ Medium ☐ Low

Evening Energy: ☐ High ☐ Medium ☐ Low

Most productive time: \_\_\_\_\_

Least productive time: \_\_\_\_\_

#### WEDNESDAY

Morning Energy: ☐ High ☐ Medium ☐ Low

Afternoon Energy: ☐ High ☐ Medium ☐ Low

Evening Energy: ☐ High ☐ Medium ☐ Low

Most productive time: \_\_\_\_\_

Least productive time: \_\_\_\_\_

#### THURSDAY

Morning Energy: ☐ High ☐ Medium ☐ Low

Afternoon Energy: ☐ High ☐ Medium ☐ Low

Evening Energy: ☐ High ☐ Medium ☐ Low



Most productive time: \_\_\_\_\_

Least productive time: \_\_\_\_\_

FRIDAY

Morning Energy: ☐ High ☐ Medium ☐ Low

Afternoon Energy: ☐ High ☐ Medium ☐ Low

Evening Energy: ☐ High ☐ Medium ☐ Low

Most productive time: \_\_\_\_\_

Least productive time: \_\_\_\_\_

PATTERNS DISCOVERED:

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## Priority Matrix Template

PRIORITY MATRIX (Eisenhower Matrix)

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

URGENT & IMPORTANT (Do First)

☐ \_\_\_\_\_



- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

IMPORTANT BUT NOT URGENT (Schedule)

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

URGENT BUT NOT IMPORTANT (Delegate)

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

NEITHER URGENT NOR IMPORTANT (Eliminate)

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_



☐ \_\_\_\_\_

## Time Blocking Template

TIME BLOCKING SCHEDULE

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

6:00 AM - 7:00 AM: \_\_\_\_\_

7:00 AM - 8:00 AM: \_\_\_\_\_

8:00 AM - 9:00 AM: \_\_\_\_\_

9:00 AM - 10:00 AM: \_\_\_\_\_

10:00 AM - 11:00 AM: \_\_\_\_\_

11:00 AM - 12:00 PM: \_\_\_\_\_

12:00 PM - 1:00 PM: \_\_\_\_\_

1:00 PM - 2:00 PM: \_\_\_\_\_

2:00 PM - 3:00 PM: \_\_\_\_\_

3:00 PM - 4:00 PM: \_\_\_\_\_

4:00 PM - 5:00 PM: \_\_\_\_\_

5:00 PM - 6:00 PM: \_\_\_\_\_

6:00 PM - 7:00 PM: \_\_\_\_\_

7:00 PM - 8:00 PM: \_\_\_\_\_



8:00 PM - 9:00 PM: \_\_\_\_\_

9:00 PM - 10:00 PM: \_\_\_\_\_

BUFFER TIME INCLUDED: ☐ Yes ☐ No

BREAK TIME SCHEDULED: ☐ Yes ☐ No

REALISTIC EXPECTATIONS: ☐ Yes ☐ No

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## How to Use These Templates

### For Students:

1. Start with the Weekly Study Planner for overall structure
2. Use Assignment Tracker for deadline management
3. Implement Study Session Planner for focused work
4. Track energy levels to optimize study times

### For Teachers:

1. Begin with Daily Lesson Planner for immediate needs
2. Use Weekly Overview for broader planning
3. Implement Grading Tracker to manage workload
4. Batch similar tasks together for efficiency

### For Content Creators:

1. Start with Content Calendar for content planning



2. Use Video Production Planner for complex projects
3. Implement Batch Planning for efficiency
4. Track performance with Daily Focus Sheet

### Universal Tips:

- Print templates and keep them visible
- Start with one template at a time
- Customize based on your specific needs
- Review and adjust weekly
- Focus on consistency over perfection

### Digital vs Physical:

- Use digital versions for easy editing
- Print physical copies for tactile planning
- Combine both methods for best results
- Choose format based on your preference

**Remember:** The best time management system is the one you actually use consistently. Start simple and build complexity as habits form.