

**Time Management Plan**

Managing your time effectively and efficiently is crucial. As a best-practices guideline, we recommend planning for an estimated 15-20 hours per week to dedicate to your class work. The level of detail you provide should be based on your own experience of what works best for you. Your plan should include regular intervals of study, work, family, and personal time.

Noteworthy: Most UNE Online courses are structured in a way that due dates occur at midnight on Wednesdays and Sundays.

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|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Early- Mid AM** |  |  |  |  |  |  |  |
| **Late AM** |  |  |  |  |  |  |  |
| **Noon** |  |  |  |  |  |  |  |
| **Early- Mid PM** |  |  |  |  |  |  |  |
| **Late PM** |  |  |  |  |  |  |  |