



## Worksheet 3: Schedule Optimisation

**Title:** *Build the Most Efficient Day Ever!*

**Instructions:** You have a full day from **8:00 AM to 8:00 PM**. Fit in everything below and optimize your schedule. Write exact start and end times. Try not to waste a single minute!



### Required Activities (you choose the order):

- 1 hour for homework
- 30 minutes for lunch
- 45 minutes for exercise
- 2 hours screen time
- 20 minutes for chores
- 1 hour reading
- 15-minute snack break
- 1-hour creative activity



### Tasks:

1. Create a schedule that fits it all from 8 AM to 8 PM.  
→ Use a blank chart or time slots.
2. What activity took up the **most** time? \_\_\_\_\_
3. What time did you finish your last task? \_\_\_\_\_
4. Circle the task you **most enjoyed**.
5. BONUS! Can you rearrange your schedule to get **30 minutes of free time**? Show how!