**Daily Itinerary (hour by hour)**

**Instructions**

This form can be completed in two ways. First you can print it out and fill in the blanks by hand. Or, second, you can type directly onto it on your computer.

Because this is a Word doc, you can change it for your needs. For example, you can break it out by half hour instead of hourly.

Another option is to use an online service such as [www.scholaric.com](http://www.scholaric.com). Or purchase a daily planner such as [At a Glance Daily Planner](http://www.amazon.com/exec/obidos/ASIN/B000WDWPOY/ref%3Dnosim/catholictreas-20).

This type of scheduling is important when you have daily commitments that require you to be present online or in person at a specific time.

An example follows the blank form.

**DAILY ITINERARY: Hourly Schedule**

 **Day of the Week:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  |  |  |
| 7:00 am |  |  |  |  |
| 8:00 am |  |  |  |  |
| 9:00 am |  |  |  |  |
| 10:00 am |  |  |  |  |
| 11:00 am |  |  |  |  |
| NOON |  |  |  |  |
| 1:00 pm |  |  |  |  |
| 2:00 pm |  |  |  |  |
| 3:00 pm |  |  |  |  |
| 4:00 pm |  |  |  |  |
| 5:00 pm |  |  |  |  |
| 6:00 pm |  |  |  |  |
| 7:00 pm |  |  |  |  |
| 8:00 pm |  |  |  |  |
| 9:00 pm |  |  |  |  |
| 10:00 pm |  |  |  |  |

**DAILY ITINERARY: Hourly Schedule SAMPLE**

 **Day of the Week: Tuesday**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | Billy | Susie | Mary |  |
| 7:00 am | Breakfast and chores | Breakfast and Chores | Breakfast and chores |  |
| 8:00 am | Mass | Mass | Mass |  |
| 9:00 am | Practice Latin / homework | Math homework | Read Phantom Tollbooth |  |
| 10:00 am | Dante with Dr. Russell | Write persuasive speech | Punctuation and Grammar |  |
| 11:00 am | Work on research paper | Latin with Mrs. Henry | Practice ASL  |  |
| NOON | Lunch and outside time | Lunch and outside time | Lunch and outside time |  |
| 1:00 pm | Math homework | Narnia with Prof. Pearce. | Weekly meeting w/ Mom  |  |
| 2:00 pm | Theology with Miss Ashour | Read The Bronze Bow | Work on my fiction story. |  |
| 3:00 pm | Piano practice | Art project | Complete sewing project. |  |
| 4:00 pm | Read to little siblings | Review Apologetics | Practice piano |  |
| 5:00 pm | Help Mom with dinner | Tidy up classroom | Laundry |  |
| 6:00 pm | Dinner | Dinner | Dinner |  |
| 7:00 pm |  |  |  |  |
| 8:00 pm |  |  |  |  |