

**TIME MANAGEMENT SURVEY**

I ...	Regularly	Sometimes	Never
Use a calendar or planner (physical or electronic).			
Carry a calendar or planner (physical or electronic).			
Pull an all-nighter.			
Send belated birthday cards.			
Turn in assignments late.			
Feel as though I need more time in the day.			
Feel as though I don't have enough time for my personal life.			
Eat while standing or moving.			
Arrive early or on time to appointments or classes.			
Get enough sleep at night.			
Get through the day without relying on caffeine.			

**Based on my answers to these questions I feel like I am (circle one):**

A Terrible Planner
A Below Average Planner
An Average Planner
An Above Average Planner
An Excellent Planner

**5 STEPS TO SUCCESSFUL TIME MANAGEMENT**

1. Set specific academic and personal goals.
2. Create a term calendar, recording major events.
3. Create a weekly schedule of your classes, labs, meetings, appointments, etc.
4. Decide on specific times to work on each course.
5. Make a to-do list for each day the night before or during breakfast.

Have you ever "lost" an hour? Have you ever wished you could get time back?

To find out where your time goes, check off the "time wasters" (listed below) that apply to you:

<b>SELF-IMPOSED TIME WASTERS</b> (YOU DO THESE TO YOURSELF)	<b>SYSTEM-IMPOSED TIME WASTERS</b> (SOMEONE/THING ELSE DOES THESE TO YOU)
<input type="checkbox"/> Visiting with friends <input type="checkbox"/> Playing on your phone <input type="checkbox"/> Listening to music <input type="checkbox"/> Watching Netflix <input type="checkbox"/> Facebook, Snapchat, Twitter, Instagram <input type="checkbox"/> Daydreaming <input type="checkbox"/> Not being able to say no <input type="checkbox"/> Worrying <input type="checkbox"/> Alcohol/recreational drugs <input type="checkbox"/> Not following the instructions <input type="checkbox"/> Making avoidable mistakes <input type="checkbox"/> Poor reading/study skills <input type="checkbox"/> Poor concentration <input type="checkbox"/> Lack of planning <input type="checkbox"/> Video games <input type="checkbox"/> Other:	<input type="checkbox"/> Over-long visits <input type="checkbox"/> Phone interruptions <input type="checkbox"/> Music/noise in the area <input type="checkbox"/> Waiting/delays <input type="checkbox"/> Roommate problems <input type="checkbox"/> Unclear assignments <input type="checkbox"/> Too many demands <input type="checkbox"/> Other people's problems <input type="checkbox"/> Mechanical failures <input type="checkbox"/> Illness or fatigue <input type="checkbox"/> Lack of authority <input type="checkbox"/> Emergencies <input type="checkbox"/> Family <input type="checkbox"/> Meetings <input type="checkbox"/> Traffic congestion <input type="checkbox"/> Other:

The one self-imposed time waster that has the most **NEGATIVE** consequences for me is ...

I am willing to reduce the time I waste on this activity:  YES  NO

If YES, I am willing to reduce the time I waste on this activity by ...

