

## *Assess Your Time Management Skills*

If you are anything like a typical college student, you've had occasional difficulty in time management. In fact, the typical college routine of mid-term exams and papers, regular quizzes, and final research papers and exams practically demands procrastination. College students must learn quickly to meet the time commitments in order to survive. Yet many find cramming or working at the last minute painful, even guilt producing. They make resolutions to spread out their work, to study on a regular schedule "next term." But somehow they fail to meet their own objectives and end up in that old "midnight oil" predicament.

Here is a checklist of questions to help you assess your time management strengths and weaknesses. Refer to other handouts and worksheets for tips and strategies for improving your time management habits. Consider also how you might combine these techniques with your current study skills and habits to improve your academic performance and ease your stress levels.

- |     | Y                        | N                        | NI*                      |  |
|-----|--------------------------|--------------------------|--------------------------|--|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have I made a list of my commitments and prioritized them?   |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have I outlined a term/week/daily schedule?  |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have I allowed for flexibility in my schedule in case of sudden changes?   |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have I scheduled enough time for personal care, running errands, and socializing?  |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Am I satisfied with the amount of time I spend studying each week?   |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Am I aware of when I study best (morning, afternoon, evening), and do I make an effort to study at that time?                        |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do I avoid studying one subject too long?  |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do I take short breaks during a study session?   |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If it turns out that I'd rather go running than do my reading, do I do the reading later that day when I would have been exercising? |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do I combine activities, like doing laundry with test review?  |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have I made an effort to cut back on time spent checking email, facebook, or snail mail at the post office?                          |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do I become too comfortable with my schedule and lose time to socializing?   |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Am I involved in enough activities to keep me busy, but not so many that I become stressed out?                                      |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Most importantly, do I have enough free time for relaxing, personal reflection, or recharging so that I don't become overworked?     |

\*Needs Improvement

