

For each item, A-L, place an “x” in the column that most accurately describes you.

Assess your time management skills

| | 1 Rarely | 2 Sometimes | 3 Usually | 4 Always |
|--|-------------|----------------|--------------|-------------|
| A. I remember what assignments are due for each course each week. | | | | |
| B. I get adequate amount of sleep each night (usually 7-9 hours) | | | | |
| C. I have assignments, quiz and test dates, appointments, meetings, work hours, and activities written in a central location. | | | | |
| D. I know important semester dates: semester breaks; midterm and final exam periods; and deadlines for add/drop, course withdrawal, financial aid, and payment of bills. | | | | |
| E. I take breaks when studying and then get back to work immediately. | | | | |
| F. I prioritize what I need to accomplish each day. | | | | |
| G. I know when and where my classes meet; available times to eat, exercise and do chores; work hours; and open time slots for study. | | | | |
| H. Once I start a task, I complete it. | | | | |
| I. I am not confused about course responsibilities and requirements. | | | | |
| J. I complete assignments, papers, and projects in a timely manner. | | | | |
| K. I feel in control of how I manage my time. | | | | |
| L. I successfully balance academic requirements, personal responsibilities, and leisure activities. | | | | |

| | | | | |
|----------------|--|--|--|--|
| Column Totals: | | | | |
| Total Score: | | | | |

For each column, add the number of x's. Then, multiply this sum by the number at the top of the column. Write your total for each of the four columns. Add the four column totals. Write this sum beside "Total score".

| A total score of | Represents |
|------------------|---|
| 36-48 | You skillfully manage your time. What are three strategies that help you to manage your time effectively? Share your approaches with your peers, especially those scoring between 12 and 35. |
| 24-35 | You have some, but not enough, control over your time. You need to adjust and add different time-management strategies. |
| 12-23 | You do not have control of your time. To accomplish more while lowering your stress, implement new time-management strategies. Consider seeking assistance from peers, an advisor, or Tutoring Center. |

Strategies for improving Time Management

1. Use a calendar to keep track of semester dates and deadlines.
2. Make a daily list-eather written or electronic- of what you want to accomplish. Prioritize the tasks. After completing a task, cross it off.
3. Use a planner to organize and keep track of your academic, personal, and social obligations and responsibilities.
4. Use a weekly block schedule to create a visual overview of committed and available time each week. Begin by filling in classes, labs, work and other commitments. Then, find blocks of time available for personal activities (eat, sleep, exercise, family responsibilities, and chores) and social or leisure activities.

Setting Goals

1. Be specific about what you will accomplish.
2. Be realistic about your goal.
3. Have a time constraint.
4. Write down your goal.
5. Say your goal out loud.
6. Follow up regarding your level of success.
7. Include another person.
 - a. Tell your goal to another person and let that person know about your level of success.