

Time Management Study Aid

Check one of the boxes to answer the following questions:

	Yes	No	Some	
I use a calendar planner (digital or physical).				
I have a journal with to-do lists and important dates.				
Have you tried using a planner, calendar, or to-do list before?				
If yes, explain why it did not work previously.				
	Yes	No	Some	
Do you have any time wasters?				
Do you think you need to stop or eliminate it?				
If yes, how could you convert wasted time to be more productive?				
	Yes	No	Some	
Do you have tasks that keep you from completing academic responsibilities?				
Do you feel like you are pulled in many directions and everything is equally important?				
	Never	Often	Seldom	Always
At the end of a typical day, how often do you find that you accomplished most of the tasks you intended to accomplish?				
Do you have any ideas on how to move toward "always?"				
	Yes	No	Some	
Do you procrastinate on work until it is an emergency or rushed situation?				
If yes, why do you think you do this? If no, what motivates you to avoid this scenario?				