

Time Management Worksheet

List any additions you want to add to your weekly schedule: _____

What do you spend time on that you will remove or reduce in your weekly schedule? _____

: You can start with a day or construct a whole week. Be sure to include the changes you wish to make for yourself and don't forget to include your top priorities. You will need time to take care of yourself, for instance, when will you sleep, eat, etc?

Monday Tuesday We/MCID 47:

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Read each statement below and choose the word that best describes your behavior. Write the corresponding number you choose on your paper.

Never – 1 Occasionally – 2 Often – 3 Always – 4

1. I feel I have to “cram” before an exam.
2. My homework is turned in on time.
3. I think I get enough sleep.
4. I pull all-nighters before mid-terms and finals.
5. I plan activities with friends or family for a couple of nights a week and spend the amount of time with them that I planned.
6. When I’m working on a paper, I put off writing until a few days before it’s due.
7. I cancel social activities because I feel I don’t have enough time.
8. I get my papers in on time.
9. I find myself making a lot of excuses to my instructors about why my work isn’t done.
10. I feel comfortable about how I use time now.
11. I feel that something is hanging over my head, that I’ll never have enough time to do the work assigned.
12. I feel tired.

Score A – Add up the numbers for questions 1,4,6,7,9,11, and 12. _____

Score B – Add up the numbers for questions 2,3,5,8, and 10. _____

If Score A is greater than Score B, you are probably a procrastinator. If Score A is less than Score B, you manage your time well. If the scores are equal, you may procrastinate at times, but procrastination is not a habit.

Do you plan ahead?

Are you realistic about the time it takes to complete an assignment?

Are you aware of the 1-credit class = 2-hour study rule?

- o For every credit you take you will likely need to study two hours a week.
- o If you are a full time student taking 6-9 credits per session, you will study close to 12-18 hours a week.

Figure out your peak learning time during the day and start with the most difficult task.

Try and study at the same time every day.

