

TIME MANAGEMENT SURVEY

I ...	Regularly	Sometimes	Never
Use a calendar, palm pilot, or planner.			
Carry a calendar, palm pilot, or planner.			
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.

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