TIME MANAGEMENT QUIZ SCI 101

1. Do you plan tomorrow's work today?
   Yes   No

2. Have you learned to perform routine chores at your daily "low" ebb and creative tasks at your "high" peak?
   Yes   No

3. Do you get unpleasant studies out of the way as soon as possible?
   Yes   No

4. Have you tried a "preview/review": running the day through your head on the way to class?
   Yes   No

5. Do you avoid distractions when you need to study?
   Yes   No

6. Do you notice how long it takes to complete tasks and use that information to plan for the future?
   Yes   No

7. When you promise you'll get something done on time, do you always try to keep your word?
   Yes   No

8. Do you set aside a portion of each day to think, create and plan?
   Yes   No

9. Is your desk or other study area tidy? Can you find what you need without wasting time?
   Yes   No
10. Are your class notes organized?
Yes      No

11. Do you study with a partner or a study group?
Yes      No

12. Do you know exactly what your top priorities are?
Yes      No

Evaluate your score:

• If you responded "yes" to 10-12 of the questions above, you handle your time excellently.

• If you responded "yes" to 7-9 of the questions, you are good, but still have room to grow.

• If you responded "yes" to 6 or below, you are wasting valuable time, and may not even know it.

Points to Consider:

• It's not how hard you work, but how smart you work. Remember that your time is valuable. Develop good work habits to make the most of your time.

• Organize or agonize. Learn to organize and become more efficient in getting things done. This saves time and frustration.

• In school the question won't be "Will my calendar be full?" but "What will fill my calendar?" Plan ahead so that you can meet your deadlines. Set goals and stick to them.

• Seek help when you need it. Rather than struggle alone seek help from your classmates and professors when you are lost or confused.