

# Manage Time

## Do I Use Time Wisely?



Use the scale below. Enter the number that reflects your current learning and studying habits.

1 - Never

2 - Not Often

3 - Sometimes

4 - Usually

5 - Always

	Answer
I understand different learning approaches and adjust to the task at hand.	
I choose to do my work at times when I am most alert.	
I schedule tasks I don't like to do between those I like.	
When I study, the environment is comfortable and free from distractions.	
I preview material before class and review material after class.	
I study in up-to-one-hour increments, with breaks in between.	
I attend and participate in class.	
I test my understanding before moving on to the next task.	
I carry study materials with me, so I can be effective while waiting.	
I get enough rest and exercise, and I eat healthy foods.	
I balance my work, class, study, and leisure time.	
If I have a personal problem, I put it aside and complete tasks.	
If I nap, I limit the time to 30 minutes or less per day.	
I am aware of how I spend my time.	
My studies are a high priority.	
I recognize my tendency to procrastinate and use strategies to overcome it.	
<b>Sum of Answer Column</b>	

65-80

You use your time wisely.

40-64

You might need a little tune up.

16-39

Your time use needs a major adjustment.

Focus on the areas where you scored 1s & 2s to improve your time management