

Time Management: Assessment and Self-Analysis

1. The time of day I am most alert is from _____ to _____

2. The time of day I am sleepest is _____.

3. I am distracted by:

- ◆
- ◆
- ◆
- ◆
- ◆
- ◆

4. To decrease distraction I will:

- ◆
- ◆
- ◆
- ◆
- ◆
- ◆

5. I prefer:

_____ short intense study sessions
_____ longer study sessions

6. Ideally I should wake up at _____ and go to sleep at _____

7. I work _____ hours per week, mostly on these days:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

8. To reward myself for getting tasks done I will:

- ◆
- ◆
- ◆
- ◆

9. Goals to improve my time management are:

- ◆
- ◆
- ◆
- ◆

