

# How well do I manage my time?



## The checklist

Do I .....	Response		
Have a good sense of why time management is important to students?	Yes	No	Do not know
Usually know where I should be and at what time?	Yes	No	Do not know
Usually turn up on time to where I need to be?	Yes	No	Do not know
Keep good track of all the things I need to do?	Yes	No	Do not know
Have an accurate sense of where my time goes?	Yes	No	Do not know
Use breaks and blocks of study creatively, to support effective study?	Yes	No	Do not know
Know how many study hours are expected for my programme?	Yes	No	Do not know
Know how many hours I am expected to spend across the year in different kind of study?	Yes	No	Do not know
Prioritise effectively the things I most need to do?	Yes	No	Do not know
Use a planner or diary effectively?	Yes	No	Do not know
Know when all assignment deadlines and/or exams are?	Yes	No	Do not know
Map out in my planner how I will organise my work so as to meet all deadlines?	Yes	No	Do not know
Use my time online effectively?	Yes	No	Do not know
Know how to manage distractions?	Yes	No	Do not know
Have time for myself and to relax?	Yes	No	Do not know