

How well do I manage my time?



Use the checklist below to see how well you manage your time and where you could make improvements:

Do I...	Yes	No	Sometimes
Have a good sense of why time management is important to students?			
Usually know where I should be and at what time?			
Usually turn up on time to where I need to be?			
Keep good track of all the things I need to do?			
Have an accurate sense of where my time goes?			
Use breaks and blocks of study creatively, to support effective study?			
Know how many hours are expected for my programme?			
Know how many hours I am expected to spend across the year on different kinds of study?			
Prioritise effectively on things I need to do?			
Use a planner or diary effectively?			
Know when all assignment deadlines and/or exams fall?			
Map out in my planner how I will organise my work so as to meet all deadlines?			
Use my time effectively?			
Know how to manage distractions?			
Have time for myself and to relax?			