**Access and Success**

**Time Management Survey**

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| **TIME MANAGEMENT SURVEY** | | | |
| **I …** | **Regularly** | **Sometimes** | **Never** |
| Use a calendar, Phone Calendar, or planner. |  |  |  |
| Carry a calendar, Phone Calendar, or planner. |  |  |  |
| Pull an all-nighter. |  |  |  |
| Send belated birthday cards. |  |  |  |
| Turn in assignments late. |  |  |  |
| Feel as though I need more time in the day. |  |  |  |
| Feel as though I don't have enough time for my personal life. |  |  |  |
| Eat while standing or moving. |  |  |  |
| Arrive early or on time to appointments or classes. |  |  |  |
| Get enough sleep at night. |  |  |  |
| Get through the day without relying on caffeine. |  |  |  |

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| **Based on my answers to these questions I feel like I am (circle one):** |
| A Terrible Planner |
| A Below Average Planner |
| An Average Planner |
| An Above Average Planner |
| An Excellent Planner |

5 STEPS TO SUCCESSFUL TIME MANAGEMENT

1. Set specific academic and personal goals
2. Create a term calendar, recording major events.
3. Create a weekly schedule of your classes, labs, meetings, appointments, etc.
4. Decide on specific times to work on each course.
5. Make a to-do list for each day ahead of time (Either a week at a time or the day before).