

TIME MANAGEMENT

Understanding Your Relationship with Time



How capable do you feel about managing your time?



I have a
hard
time

I am able to sometimes
manage my time around
some aspects of my life

I am
doing a
great job

What's Working and What's Not?

Even if you have difficulty managing your time, there are still some skills you are already using. It is important to understand what time management skills you already have so you can build on those.

Complete the following statements with as many answers as you can think of:

No matter how busy I get, I always find time for _____.

I have no problem tackling difficult projects when _____.

It's easy for me to say no to _____.

I am happiest when I am _____.

I never have time to _____.

I spend way too much time on _____.

I always underestimate how long it takes me to _____.

It's hard for me to say no to _____.

Greatest Return

Which tasks do you engage in that are a valuable and/or an effective use of your time?

Which tasks do you engage in that are not valuable or effective for you?

Which of the following might be barriers to your ability to manage your time?

| | | |
|---|---------------------------------------|---|
| Procrastination | Difficulty with saying "No" | Scheduling |
| Perfection | Unexpected situations | Lack of routine |
| Not having a planner | Taking on too many units | Distractions |
| Prioritizing | Low motivation | Difficulty remembering Others' schedules |
| Organization of physical space and belongings | Over committing to social engagements | Taking on too many extracurricular activities |

Can you think of any other barriers?