

## HOW WELL DO YOU PLAN?

### DIRECTIONS:

For each question, circle the number for the answer that best describes you.

	Never	Seldom	Sometimes	Often	Always
Do you estimate how much time you'll need to study for each test?	1	2	3	4	5
Do you complete your assignments at least one day before they are due?	1	2	3	4	5
Do you know exactly what tasks you are going to do when you sit down to work?	1	2	3	4	5
Do you schedule time to study for exams?	1	2	3	4	5
How often do you plan time for what matters most to you?	1	2	3	4	5
Do you set personal due dates and deadlines?	1	2	3	4	5
Do you socialize or watch TV, even when you know you should be studying?	5	4	3	2	1
Do you completely fill your schedule from morning until night?	5	4	3	2	1
Do you do the assignments from your favourite class first?	5	4	3	2	1
Do you keep lists of things to do in your head, rather than on paper?	5	4	3	2	1

**Scoring:** Add the numbers next to your answers, and see the other side of the page for interpretation.

TOTAL: \_\_\_\_\_

## INTERPRETATION

### **42-50: Excellent planner—or candidate for burnout?**

You have mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you're in control of your planning rather than letting it control you.

### **34-41: Above-average planner.**

Your planning system is working well. Keep up the good work, with period reviews to be sure you're planning around what matters most in your life.

### **28-33: Average planner.**

Your planning system is working, but you can do better. You may need help focusing on priorities, dealing with urgent interruptions or writing your daily plan.

### **20-27: Below-average planner.**

You may already have a planning system, but using it more effectively will help to reduce the stress and lack of control you feel in your life.

### **10-19: Terrible planner.**

You should consider using new tools and processes to help you plan effectively. A great first step would be to take a time management workshop.

## FIVE 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, shifts, meetings, etc.
4. Decide on specific times to work on each course.
5. Make a to-do list for each day the night before or during breakfast.