

# Time Management

Consider your own strengths, weaknesses, and goals (personal, academic and professional). Choose a situation, action, and goal from the left-hand column to complete the sentence in the right-hand column.<sup>1</sup> Feel free to use other situations, actions, and goals than those suggested.

Situations / Actions / Goals	My Plan
<p><b>Situations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Procrastinating</li> <li><input type="checkbox"/> Given an assignment</li> <li><input type="checkbox"/> Unfocused</li> <li><input type="checkbox"/> Overwhelmed</li> <li><input type="checkbox"/> Distracted</li> <li><input type="checkbox"/> Unclear about an assignment</li> <li><input type="checkbox"/> Forgetting tasks</li> <li><input type="checkbox"/> Unmotivated</li> <li><input type="checkbox"/> Making a schedule</li> <li><input type="checkbox"/> Juggling assignments</li> <li><input type="checkbox"/> Behind on project</li> <li><input type="checkbox"/> Taking longer on a project</li> <li><input type="checkbox"/> Uninterested</li> <li><input type="checkbox"/> Studying</li> <li><input type="checkbox"/> Reading</li> </ul>	<p>1. When I am _____ (situation)</p> <p>I will _____ (action)</p> <p>to (achieve/complete/increase)</p> <p>_____ (goal).</p>
<p><b>Actions</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Break assignments down into steps</li> <li><input type="checkbox"/> Write “next step” before responding to a distraction</li> <li><input type="checkbox"/> Avoid distractions (turn off phone)</li> <li><input type="checkbox"/> Write specific tasks in calendar</li> <li><input type="checkbox"/> Set reminders in calendar</li> <li><input type="checkbox"/> Make a “To Do” list weekly or nightly</li> <li><input type="checkbox"/> Use rewards</li> <li><input type="checkbox"/> Reflect on long-term goals and values</li> <li><input type="checkbox"/> Practice mindfulness</li> <li><input type="checkbox"/> Practice will power</li> <li><input type="checkbox"/> Reach out (faculty, services, family etc.)</li> <li><input type="checkbox"/> Ask questions</li> <li><input type="checkbox"/> Adopt healthy habits (consistent sleep schedule, diet, exercise)</li> <li><input type="checkbox"/> Estimate time to complete tasks</li> </ul>	<p>2. When I am _____ (situation)</p> <p>I will _____ (action)</p> <p>to (achieve/complete/increase)</p> <p>_____ (goal).</p>
<p><b>Goals</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assignment or study goal (be specific)</li> <li><input type="checkbox"/> Short-term or long-term skill or outcome (e.g., Personal, Academic, Professional):</li> <li><input type="checkbox"/> Critical Thinking</li> <li><input type="checkbox"/> Self-Awareness</li> <li><input type="checkbox"/> Problem Solving</li> <li><input type="checkbox"/> Communication</li> <li><input type="checkbox"/> Confidence</li> <li><input type="checkbox"/> Efficiency</li> <li><input type="checkbox"/> Project Management</li> <li><input type="checkbox"/> Organization</li> <li><input type="checkbox"/> Coping</li> <li><input type="checkbox"/> Motivation</li> <li><input type="checkbox"/> Life Balance</li> <li><input type="checkbox"/> Focus</li> </ul>	<p>3. When I am _____ (situation)</p> <p>I will _____ (action)</p> <p>to (achieve/complete/increase)</p> <p>_____ (goal).</p>

<sup>1</sup> Strategy based on “implementation intentions” Dr. Tim Pychyl “Teaching Talk: Helping Students who Procrastinate”

