

Time Management: Assessment and Self-Analysis

Student Success Center
Eastern Illinois University



1. The time of day I am most alert is: _____.

2. The time of day I am sleepest is: _____.

3. I am distracted by:

- ◆
- ◆
- ◆
- ◆
- ◆
- ◆

4. To decrease distraction I will:

- ◆
- ◆
- ◆
- ◆
- ◆
- ◆

5. I prefer:

_____ short intense study sessions
_____ longer study sessions

6. Ideally I should wake up at _____ and go to sleep at _____.

7. To reward myself for getting tasks done I will:

- ◆
- ◆
- ◆
- ◆
- ◆
- ◆

8. Goals to improve my time management are:

- ◆
- ◆
- ◆

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