

Test Your Time Management Knowledge

ALWAYS

SOMETIMES

NEVER

I use a planner to keep all my assignments and activities in one place.

I prioritize my tasks and do the most important things first.

I regularly set and evaluate long-term and short-term goals.

My goals are attainable and realistic.

I set up a weekly schedule so I do not forget about commitments.

If you answered ...

Mostly ALWAYS

You are on top of your time management, keep up the good work!

Mostly SOMETIMES

Your planning skills could use improvement.

Mostly NEVER

It's time to get organized! If you need help getting organized attend one of the time management workshops hosted by the **Counseling Center**.

Courtesy of Rick Temple, Ph.D., Psychologist, USF Counseling Center

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