



Time Management Checklist		Yes	No
✓	Have I evaluated how I am currently using my time?		
✓	Do I have a way to keep track of my time?		
✓	Do I check it regularly?		
✓	Do I keep track of the things I have to do?		
✓	Do I think about the most important things and complete them first?		
✓	Have I gone through each class and written down when everything is due for the semester?		
✓	Do I know when I will be attending classes each week and how that fits into my other commitments?		
✓	Have I set aside enough time to study?		
✓	If there are interruptions, do I have room in my schedule to still fulfill my commitments?		
✓	Do I color-code my schedule to alert me of important things coming up?		

If you have marked “no” to any of these, that is a good place to start making a positive change. What is one thing you want to focus on to be “Time Ready”?

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Procrastination Prevention Checklist		Yes	No
✓	Have I broken down large tasks into little steps?		
✓	Do I schedule breaks throughout my study time?		
✓	If I am confused about something, do I ask questions?		
✓	Have I looked at my standards and made it realistic?		
✓	Did I check in with why this is important to me?		
✓	Have I set a deadline (s) to have this completed?		
✓	Are there people I can ask to hold me accountable?		
✓	Have I thought of some rewards for completing this task?		

If you have marked “no” to any of these, that is a good place to start making a positive change. What is one thing you want to focus on to “Prevent Procrastination”?

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