

TIME MANAGEMENT / ORGANIZATION CHECKLIST

My best time to read is _____

My best time to write is _____

My best time to do math/science is _____

My best time to take a break is _____

My best time to check email is _____

The best place(s) for me to study _____

My study partners are: _____

MY PLANNER/AGENDA/CALENDAR IS ___paper ___electronic ___both

I UPDATE IT ___as needed ___hrly ___daily ___wkly

MY UPDATES INCLUDE ___classes ___assignments ___study time
___tasks ___reminders ___work
___social events ___exercise

NOTES:

RECOMMENDATIONS: