

How Well Do I Manage My Time? Self-Assessment

	None of the Time 0	Some of the Time 1	Most of the Time 2	All of the Time 3
I have dates from my school and personal schedule in my planner or google calendar.				
I write/type all my assignments in my paper/virtual planner or google calendar every school day.				
I record my after school activities in my paper/virtual planner.				
I prioritize my assignments each night.				
I know how to break a long-term assignment into manageable parts and add it to my paper/virtual planner or google calendar.				
I allow enough time to complete my assignments.				
I work on long term projects a little bit at a time.				
I hand my assignments in on time.				

Reflection Questions:

1. How do I manage my time?
2. What system do I use to remain aware of all my assignments in order to complete them on time?
3. What strategies will help me to better manage my time?