Time Management Questionnaire

1. I understand the time it takes to accomplish tasks.

1 2 3 4 5

2. I spend a lot of time on unimportant tasks.

1 2 3 4 5

3. I find myself procrastinating on tasks that I do not like that must be done.

1 2 3 4 5

4. I feel in control of my time.

1 2 3 4 5

5. Do you ever feel that time just seems to slip away?

1 2 3 4 5

6. Do you think you do enough with your time?

1 2 3 4 5
Effective Time Management

1. When do you study most effectively?

2. How long does it take you to read and understand a page of reading?

3. How long does it take you to brief a case?

4. Where do you study best?

5. What study methods and study tools (flash cards, outlines, charts) really work for you?

6. What things distract you from studying?