The “Time Management” Checkup!

Take the “Time Management Quiz” to find out how effective you are with time management!

1) Do you find yourself waiting “till the last minute” to complete assignments? YES or NO
2) Do you find yourself thinking “there is never enough time in the day!” YES or NO
3) Do you feel unorganized and “out of control” with your schedule? YES or NO
4) Do you have trouble planning your days/week in advance? YES or NO
5) Do you set unreasonable and unrealistic expectations of yourself? YES or NO
6) Are you experiencing higher levels of anxiety and stress? YES or NO
7) Are you noticing a decline in your grades? YES or NO
8) Are you feeling more fatigued and tired than usual? YES or NO
9) Do you forget to record due dates and important dates in a planner/phone? YES or NO

Time management is extremely important in order to succeed throughout your college career! Poor time management skills can negatively affect your academic performance and poorly affect your overall quality of life. If you answered YES to most (4+) of the questions listed above you may benefit from talking with a professional counselor to become more aware of your personal difficulties with time management and to develop effective and proactive ways of better time management. IUN Counseling Services offers free and confidential services to all IUN students who are enrolled on at least a part-time basis. The IUN Counseling Office has licensed professional social workers and counselors who are trained to meet the specific needs of college students!
Potential cause for poor time management:
- Lack of planning and organization
- Unrealistic expectations of self and schedule
- Lack of sleep
- Procrastination behaviors
- Internet dependency – “getting lost with social media”
- Unclear goals

Effects of poor time management:
- Higher levels of anxiety
- Feeling “burnt out”
- Feeling “out of control”
- Overall higher levels of stress
- Increased fatigue and lethargy
- Decline in academic performance
- Behavior that can become a life-long habit

Effective time management tips and strategies for college students:
- Time management is all about BALANCE!
  - You need to balance your academic, personal and work life
- Focus on the “bigger picture” and your long term goals
- Dedicate “me time” (this prevents burnout!)
- Pay special attention to the amount of sleep that you get
- Use planners/calendars/time schedules
- Be reasonable in your expectations of yourself
- Record due dates from course syllabi into a planner
- Use daily checklists!
- When you wake up in the morning set your intentions for the day