

Self-Analysis

Answer the following questions to help you understand your own likes and dislikes as you set your priorities. Ask yourself the following questions, and then answer them honestly.

What do you think are your most important tasks and responsibilities?

List the things you should do every day. Circle the things you *really* do everyday.

What things contribute the most to your success as a student?

What things do you really enjoy doing? Why?

What things do you really hate to do? Why?

What things can you be smarter about?

What things can you eliminate, reorganize, combine, simplify, or delegate?

What time of day do you work most efficiently? What location means “work” versus “play?”

How much time do you spend planning your schedule?

What distracts you? What helps you concentrate?

What order do you choose to do things - do you complete tasks you dislike first, or do you postpone them? Would reversing this pattern help you to manage your time?

What personal signs and signals tell you that your schedule and projects are getting out of control?

Where do the demands on your time come from?

How do you handle interruptions?
