

Answer the following questions:

- 1) How well do you manage your time?
- 2) Do your days often flow smoothly?
- 3) What is your current approach to time management?
 - Do you try to keep everything in your head?
 - Do you write things down?
 - Do you use your phone?
 - _____

Explain briefly your current approach with some details:

- 4) How often do you forget to complete/hand in assignments?
- 5) In semester 1 which do you expect to be your busiest week? Why?
- 6) Do you feel like you have enough time?

Time Management Assignment # 1

For the second week of class please record how you spend your days from the time you get up in the morning until when you go to bed at night. You can fill this out below in rough draft. I'm not looking for the intimate details of your life so feel free to be vague during personal time. This is for you to see and understand where your time goes.

[illegible]