

Time Management: Weekly Checklist

✓ Time Management Weekly Checklist

	I created my weekly schedule with my recurring commitments.
	I added any week-specific commitments to my weekly schedule. (I.e., an advising meeting; a lunch you scheduled with a friend, etc.)
	I consulted my semester calendar to look for any upcoming projects, major assignments, or assessments that fall this week.
	I created a daily to-do list to help me organize my commitments for the day.
	I completed my tasks based off of urgency and importance.
	I delegated tasks that were urgent but unimportant to avoid over-extending myself.
	I made sure to include free time to do the things that I enjoy.
	I prioritized self-care to keep myself healthy.

✓ Studying Reflection Checklist

	I had an intentional plan for which course to study that I followed well.
	I utilized the intentional time I blocked off to work on the subject of my choice in an efficient way.
	I took my scheduled breaks when I said I was going to.
	I worked in my designated study spot with minimal distractions.
	I had all of my necessary study materials (i.e., graphic calculator for math; notebook paper/binder; course textbook; flashcards; laptop/charger; headphones, etc.) in order to be successful while studying.
	I gave myself the specific, small reward I had planned as soon as I completed one of my tasks. (I.e., a piece of candy; taking a short walk; watch 3 videos on tiktok, etc.)
	I used my resources when I got stuck on a problem or confused on an assignment. (i.e., the email of your TA, signing up for Tutoring/SI, getting additional Academic Skills Tutoring, etc.)
	I knew how to take notes as I am completing my reading assignments.
	I took good, legible notes in a method appropriate for the subject I was studying.
	I completed this checklist for each subject I worked on to help me stay organized while I develop good study habits.

