Time management is essential in college. You can manage your time better if you set priorities. Setting priorities is about making decisions. You arrange tasks in order of importance, with deadlines in mind and a realistic sense of how much time you’ll need to complete each task. Setting priorities includes being committed to doing the tasks as you have prioritized them.

Here are some ways to set priorities. Respond honestly to each one by writing “Yes” or “No” in the space provided.

1. ______ Do you ask yourself, “What is the best use of my time right now?”
2. ______ Do you plan ahead, especially your academic tasks?
3. ______ Do you follow your plan, as much as possible?
4. ______ Do you break large tasks like papers and projects into smaller, more manageable tasks?
5. ______ Are you realistic when considering how long a task will take you?
6. ______ Do you build in short breaks?
7. ______ Do you allow room for interruptions?
8. ______ Do you use “To Do” lists?
9. ______ Do you consider when you work and concentrate best?
10. ______ Do you ask yourself, “What’s most important to me?”
11. ______ Do you stay focused on your long-term goals?
12. ______ Do you plan tomorrow’s work today?
13. ______ Do you say “No” or “Maybe later” to people who waste your time?
14. ______ Do you occasionally write down just how long it takes to accomplish each day’s tasks?
15. ______ Do you reserve some time each day to think and plan?
16. ______ When you commit to finishing something on time, do you keep that commitment?
17. ______ Do you have a clear, distraction-free work space?
18. ______ Do you know what your top priorities are?
19. ______ Do you sort tasks according to “Must Do,” “Should Do,” and “Do I Have Time?”
20. ______ Are you well organized?

**Total number of “Yes” responses **

**Interpretation:**
- If you responded “Yes” to 16 or more questions, you set priorities and manage your time excellently.
- If you responded “Yes” to 10-15 questions, you set priorities and manage your time pretty well but can still improve.
- If you responded “Yes” to 9 or fewer questions, you may be wasting valuable time and you may need to work on setting better priorities.