

# time management

**Learning Objective:** Each student will learn how to improve their ability to manage their time and tasks in an efficient way.

## Quiz Reflection:

---

---

---

---

---

## Video Reflection:

---

---

---

---

---

## Podcast Reflection:

---

---

---

---

---

## Goals:

**1.**

What? \_\_\_\_\_

Why? \_\_\_\_\_

How? \_\_\_\_\_

**2.**

What? \_\_\_\_\_

Why? \_\_\_\_\_

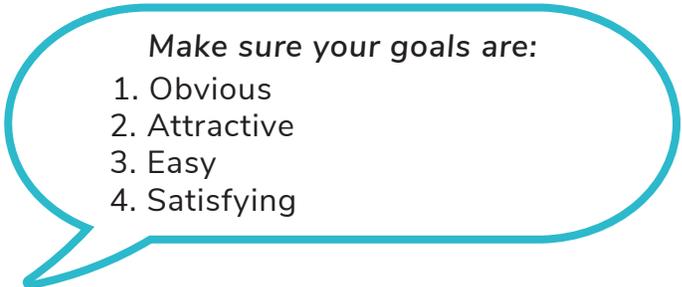
How? \_\_\_\_\_

**3.**

What? \_\_\_\_\_

Why? \_\_\_\_\_

How? \_\_\_\_\_



## Final Thoughts:

---

---

---

---

---

---

---



**Access your Online Dashboard**

Login at [my.schoolpulse.org](http://my.schoolpulse.org)

**Not signed up?**

See your instructor for the opt-in code.

# time management quiz

This quiz is for your personal awareness. Your answers will be kept completely anonymous.

**1. I find it easy to say “No” to requests that are not my priorities.**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

**2. When deadlines are getting close, I often waste time by doing other things.**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

**3. I don't have to waste time looking for things. I usually know where everything is.**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

**4. I often have a task finished sooner than necessary.**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

**5. When faced with a big task, I break it down and prioritize what to do 1st so I can get going.**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

**6. I usually feel satisfied with what I've accomplished at the end of the day/week.**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

**7. Once I have the information I need, I usually make decisions quickly**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

**8. I generally like to focus on one thing at a time.**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

**9. I seldom find myself running out of time when trying to complete a task.**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

**10. I often don't get jobs done for days, even if they require little effort to do them.**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

**11. I rarely procrastinate over “not fun” tasks. The sooner the tasks get done, the better.**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

**12. I often tell myself that I will get to a task “tomorrow.”**

- Disagree       Somewhat Disagree  
 Mostly Agree       Agree

Want to learn more about time management and other mental health topics?

Visit: [schoolpulse.org/resources](https://schoolpulse.org/resources)



## quiz results

Use your quiz answers to add up your points.

**Disagree = 1 point**  
**Somewhat Disagree = 2 points**  
**Mostly Agree = 3 points**  
**Agree = 4 points**

Total Points: \_\_\_\_\_

**12-24**

Oh dear! The good news is that you can find a lot of time once you improve your time management skills.

**25-30**

Very good! But there is room for improvement.

**31-48**

Congratulations! Your time management is fantastic!

If you have questions or want to talk to someone, text us at SchoolPulse.

## confidentiality agreement

This class should be a safe place for participants. Participants are expected to keep anything said during this class by other class members confidential. This is not meant to encourage secret-keeping, but rather to protect everyone's privacy and ensure that this class is a safe place to share feelings. Class members are expected to treat one another with respect.

Confidentiality within this class is based on mutual trust. Legal exceptions to confidentiality include a clear or present danger to harm yourself or another, knowledge or suspicion of the abuse or neglect of a minor or incapacitated adult, or any other information legally required to be reported to social services.

I \_\_\_\_\_, agree to not disclose to anyone outside this class any information that may help to identify another class member. This includes, but is not limited to, names, physical descriptions, biological information, and other specifics about interactions with other group members.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date