

Time management results

Class or group

Date

Number of answers

Tally how many students ticked each box. Percent agree = (number of 4s + number of 5s) divided by the total, times 100.

STATEMENT	1	2	3	4	5	TOTAL	% AGREE
1. I know what is due for every class this week.							
2. I keep all my due dates written in one place.							
3. I set aside time for big assignments days in advance.							
4. When everything is due at once, I know what to do first.							
5. I break big projects into smaller steps with dates.							
6. I save my most alert hours for my hardest work.							
7. I start assignments well before the night they are due.							
8. Once I sit down to work, I get going quickly.							
9. My time estimates for schoolwork are about right.							
10. I feel in control of how I spend my time.							
11. Most school nights I still get enough sleep.							
12. I can turn down plans when I have work to finish.							

How far ahead do you usually start a big assignment

ON THE DUE DATE	THE NIGHT BEFORE	2 OR 3 DAYS BEFORE	A WEEK BEFORE	OVER A WEEK BEFORE

Strengths

The two statements with the highest percent agree.

Areas to work on first

The two statements with the lowest percent agree.

What the open answers say

Sort the comments into three or four themes.

You said, we will

What the group found, and the change each student will try next.
