

Questions to Consider while using the Time Management Calculator

Whether you are trying to figure out how to integrate your studies with your other priorities or how to manage your time more efficiently, we encourage you to use the Time Management Calculator throughout your program. As you use this tool, consider the questions below. Remember, you can also reach out to your Academic Success Coach (ASC) for guidance.

- What do you notice about how you currently manage your time?

- What surprised you about how you currently manage your time?

- How does this current schedule work for you?

- In what ways would you like to manage your time differently?

- What might you change/adjust to manage your time as preferred?

- What do you need to do to make such changes?

- What outcomes do you hope to see as a result of managing your time differently?

- What are some reasonable changes you can make now?

- o It may help to use the Negotiables V Non-Negotiables and the Understanding how to set your Priorities documents as you consider this. (linked on the Time Management Calculator page)