**What’s Your Time Management Style?**

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| |  | | --- | | **When do you usually do your homework?** | | |
| A | I sneak it in during class time, right after it's assigned |
| B | Sometime soon after I get home from school |
| C | At night after dinner or before I go to bed |
| D | I don't really have a set schedule — I'll do it whenever I can |
| |  | | --- | | **You have to read for homework, but promised your best friend you'd go to her game. What do you do?** | | |
| A | Skip the game, there will be other times to see her play |
| B | Go to the first part of the game but leave early |
| C | Take your book to the game and read when she's not on the field |
| D | Blow off your reading — there's always tomorrow morning |
| |  | | --- | | **Your teacher announces you'll be taking a test in 2 weeks. How do you prepare?** | | |
| A | Crack open the book before your teacher finishes the announcement |
| B | Study with a classmate a week before, then spend a few days studying your notes alone |
| C | Start cramming 2 days before |
| D | Open the textbook and skim your notes for the first time the morning of the test |
| |  | | --- | | **It's time for summer vacation!! You have two books for required reading, when will you start them?** | | |
| A | As soon as school lets out |
| B | You'll read one in June, take a break, then read the other in late July or early August |
| C | Your family is taking a vacation in early August, so you'll read on the beach |
| D | A couple of days before school starts for the next year |
| |  | | --- | | **Which of the following best matches your work motto?** | | |
| A | Just do it…NOW |
| B | With organization and balance, everything can get done |
| C | Go with the flow, it’ll get done |
| D | Yeah right, like I'd have a work motto |
| |  | | --- | | **You *really* don't want to do your science homework, so you:** | | |
| A | Do it anyway to get it over with |
| B | Take a 20-minute break, call your friend, and then get back to work |
| C | Watch a few hours of TV then stay up late trying to finish the assignment |
| D | Don't do it |
| |  | | --- | | **What's your favorite way to procrastinate?** | | |
| A | I would never even think of procrastinating |
| B | Doing something quick but satisfying, like reading a chapter of a fun book or talking on the phone |
| C | Vegging out in front of the TV or online |
| D | Playing video games, making a snack, staring off into space…I will do *anything* to avoid work |
| |  | | --- | | **What is likely to motivate you?** | | |
| A | I don't need motivation, I always do work right away |
| B | Rising to a challenge, or the satisfaction of getting an assignment over with |
| C | Knowing that if I get it done, I have more time to hang out and relax |
| D | To be honest, not much — I hate doing work |
| |  | | --- | | **You have a group project with three other students due in a week. How do you handle your part?** | | |
| A | Do most, if not all, of it yourself with little help from the group within the first 2 days it’s assigned |
| B | Work really hard on your part throughout the week, then ask if anyone needs help when you finish |
| C | Team up with another member and do your part together a couple of days before it's due |
| D | Wait until everyone else finishes, hoping they will do yours too. If not, you'll do it the night before |
| |  | | --- | | **What's your usual routine for getting dressed for school?** | | |
| A | I lay out my clothes the night before, including accessories and shoes |
| B | Before I go to bed I have an idea of what I'm going to wear to save time in the morning |
| C | I try on a few outfits in the morning and decide what to wear depending on my mood |
| D | Routine? I pick up whatever's clean from my floor and wear that! |
| |  | | --- | | **How do you normally plan for the weekend?** | | |
| A | I won't plan anything else until I finish all my homework and chores. |
| B | If I planned something to do with family or friends, I'll schedule work around that. |
| C | I usually have something in mind that I want to do, and I'll save just enough time to do homework on Sunday night. |
| D | Whatever. It's the weekend, there's no planning needed. |

Now, go back and count how many of your answers were A, B, C, or D:

A: \_\_\_\_\_ B:\_\_\_\_\_ C:\_\_\_\_\_ D: \_\_\_\_\_\_\_

If your answers were mostly **A**’s, you’re *goal-oriented and focused*.

*It’s great that you’re so on top of assignments! Make sure you schedule time for fun too. You’ll feel less stressed by having a balance of work and fun time.*

If your answers were mostly **B**’s, you’re *practical and balanced*.

*Awesome! You do a great job of balancing work and fun. Remember that sometimes priorities shift. Focus on keeping that good work and play balance.*

If your answers were mostly **C**’s, you’re *fun-loving and playful*.

*You’re great at making time for having fun! Sometimes that leads to rushing to finish your work in less time than it really needs. You’ll feel less stressed by starting your work earlier and then having fun in the time that’s left over.*

If your answers were mostly **D**’s, you’re *not a planner*.

*You enjoy going with the flow! But that can lead to work being very rushed or not getting done all, which isn’t a good situation. You can accomplish all your responsibilities, and have free time, by doing some planning ahead.*

**Things to work on:**

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**Setting your Priorities**

List your responsibilities and activities for the week. This includes homework, chores and fun stuff you get to do.

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