**Assessing Time Management Skills**

**\* Suggestions that leave room for improvement and to be put into practice**

**✓ Suggestions already in practice**

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| **Suggestion** | **Status** | **Notes** |
| 1. Distinguish between what’s important and what’s urgent | \* |  |
| 2. Make yourself ‘to-do’ lists | ✓ | Daily use of mobile applications that sync with personal computer.  Daily use of synchronised calendar application. |
| 3. Use of the first 10% of any available time instead of last 10% | \* |  |
| 4. Ration your time according to the learning pay-off you are getting from it | ✓ |  |
| 5. Try to do all your coursework tasks reasonably well, rather than some of them very well | ✓ | A very important lesson learnt from the first year of university and put into successfully put to practice in subsequent years. |
| 6. Match effort to potential reward | ✓ |  |
| 7. Don’t expect to study 24 hours a day, 7 days a week | ✓ |  |
| 8. Don’t overestimate what you can do in a whole clear day | \* |  |