

## Schedule Orientation | Score: 6

You are very good at arranging your schedule so that you are able to meet all of your responsibilities. By allowing yourself enough time to rest, exercise and complete your assignments, you should feel satisfied that your energy was well spent.

Suggestion: Ask your faculty advisor how much time students generally spend studying for classes. Remember that each class is different and some subjects will not come as easily to you as others. Keep a calendar of commitments and write down assignments and deadlines. Time management and resource management courses will give you additional effective methods to handle pressure associated with school tests and assignment deadlines.

- Do a weekly time review; look at how you spend your time over the course of a week and then adjust your schedule so it meets your priorities.
- Keep appointments; give advance warning of possible difficulties in keeping appointments or if you are going to be late.
- When someone asks you to do something that interferes with your schedule of commitments, let them know what your commitments are and encourage them to adjust their request(s).
- Allow a few minutes at the beginning and end of each day/week to review your schedule and find any possible conflicts in fulfilling commitments.
- Do not over-schedule yourself; allow enough time for travel, eating, exercise and rest. Allow enough time for routine tasks.
- Read "Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule and Your Life" by Julie Morgenstern.
- Read "Time Tactics of Very Successful People" by B. Eugene Griessman.