Being able to properly manage your time is an essential asset to any student. This week is devoted to equipping you with the tools needed to best manage your time!

**Visit these three websites then answer the questions that follow.**

How well do you manage your time?

[www.mindtools.com/pages/article/newHTE\_88.htm](http://www.mindtools.com/pages/article/newHTE_88.htm)

Where does your time go?

[www.ucc.vt.edu/stdysk/TMinteractive.html](http://www.ucc.vt.edu/stdysk/TMinteractive.html)

Time Chart (Interactive)

<http://www.studygs.net/schedule/Weekly.html>

***Answer the following questions then submit them using the digtial drop box below.***

**1. What did you learn about how you manage your time right now? (4pts)**

**a. How much time do you spend doing studying? (2pts)**

**b. Do you give yourself enough time to complete all your daily tasks? (2pts)**

**c. What are your strengths? (2pts)**

**2. What changes would you like to make? (4pts)**

**a. What areas are you weakest in? (2pts)**

**b. Are you someone who traditionally doesn't budget time? (2pts)**

**c. Could you see making a time management strategy as being helpful? Why or why not? (use tips from your reading this week) (2pts)**