

1. What does perfectionism have to do with procrastination?
2. It is true that everything should be easy and effortless (true or false)? What does this have to do with time management?
3. If you hate studying for a class, are there things you can do to make yourself do the work? Explain what you can do.
4. Explain what observing yourself and self-awareness have to do with time management.
5. Explain how prioritizing helps you get what you want.
6. Explain what balance has to do with time management and getting what you want.
7. Explain how making a schedule and adhering to it gets you what you want.
8. Explain why we have to take risks to succeed.
9. Identify tools you use or could use to track what you need to get done on time.
10. Explain how to break down a large task into smaller, doable bits as a time management strategy.
11. Explain how routines, habits and procedures may help us manage time.
12. Is it reasonable to expect that a student will successfully get into a nursing program, or complete an information technology degree, or become an emergency medicine technician without studying? Explain your answer.

For questions 13 through 23, consider the four quadrants of time management according to Stephen Covey. Explain whether the issue pertains to quadrant I, II, III, and IV. Be ready to tell the other students about this.

13. Mindless television viewing.
14. Planning.
15. Doing things you feel victimized by that are not related to your priorities. (There are at least two (2) answers.)
16. Dealing chronically with someone who takes the life out of you. This person does not change.
17. Recreating, renewing, empowering yourself.

## **Time Management Questions**

Laurel A. Panser, M.A., M.S.

18. Crises that you must attend to.
19. Preventing crises from occurring.
20. Reflecting on your dreams.
21. Values clarification, becoming self-aware.
22. Building relationships.
23. The quadrant where you should spend most of your time.