



**BEHAVIORS THAT PRODUCE PROBLEMS IN TIME MANAGEMENT**  
**How many of these items apply to you??**

1. Waiting until the last minute to do things.
2. Waiting until a crisis arises or the semester is coming to an end before taking action
3. Not setting personal deadlines and sticking to them.
4. Doing things quickly, but incorrectly, thus having to re-do
5. Spending a lot of time on routine and trivial things.
6. Not setting a daily schedule for how you want to use your time.
7. Failing to establish priorities among the tasks you need to do, thus treating everything as if it were equally important.
8. An inability to say no to requests or invitations.
9. Spending time socializing instead of working.
10. Reading things that are unessential to finish the work at hand.
11. Not having clear goals or objectives.
12. Seldom asking for help or failure to delegate tasks.
13. Failing to listen to or read instructions on how to do things.
14. Trying to do the 'perfect' project or paper and overpreparing or not starting the task.
15. Not copying the important dates from my class syllabi to my planner.
16. Spending too much time on the phone, texting, playing video games, on Facebook, etc.
17. Overscheduling, taking on too many commitments, or overextending of oneself.
18. Papershuffling
19. Not anticipating the emergency situation. A full schedule does not accommodate the unexpected.