What is your time management personality?

1. When prioritising your “to do” list, do you:
   a) Put “clean the house” at the top
   b) Put “have another cup of coffee” at the top
   c) Prioritise what you need to do according to your study schedule
   d) What “to do” list?

2. How often do you find yourself dealing with interruptions?
   a) I have more interruptions than I do study time.
   b) Never, I turn my phone off and don’t check Facebook while I’m studying.
   c) Occasionally, but I try to stay on schedule by keeping them to a minimum and putting my study first.
   d) I regularly interrupt myself so that I have an interruption.

3. Are you stressed about deadlines and commitments?
   a) I stress to the point of “study paralysis” at which point I give up and talk to my flatmates.
   b) I tend to leave everything to the last minute so stress out then.
   c) I stress out a lot, but try to get everything done anyway.
   d) I’ve started planning my study more so that I use my time more productively, and I’ve found that my stress levels have reduced enormously.

4. What do you do when the unexpected happens and your study time is used up?
   a) Scream and shout at my flatmates, then go to the pub.
   b) Scream and shout at my flatmates, then feel a whole lot better and get on with some study.
   c) Use my evenings or mornings to finish the study I need to get done.
   d) Curl up in the foetal position and stay that way until the end of semester.

5. When you have study time blocked out, do you work on what you intended to work on?
   a) I prefer to follow the adage “never do today what you can leave until tomorrow”
   b) I sit down to study and then I do something else instead.
   c) I’m mostly pretty good at working on the things I need to, although I often feel like I’m not getting through the work.
   d) I look at my schedule and work out what needs to be done first, and when I feel like I’m running out of time, I get strategic about what I can do (especially reading).
The following presents different time management personalities. Please note that it is in no way scientific or even remotely accurate... And due to the fact that I ran out of time... there is no official score for each one. Instead, you might want to think about which one gets the closest to capturing where you are now, and then think about a new you for the future (or not, as some of them are actually a bit silly...).

### Time management sloth

Getting out of bed in the mornings never presents a problem for you, because you simply don’t do it.... Time doesn’t race ahead for you, it meanders and moves like gooey pudding, and all roads lead to the pub. You’re actually quite happy with this arrangement, but assignments don’t always get handed in, and lectures are never attended. In fact you’ve forgotten what you actually enrolled in. What’s Massey University again?

### Typical time manager

You have the best intentions in the world. But turning intentions into action sometimes presents a problem. You go to lectures and tutorials, and you even take notes. You’re not always sure where you put them afterwards though, which probably doesn’t matter as you’d never be able to read your handwriting. You also block out study time, but often sit there wondering what it was you thought you were going to do.

### Time management star

You start the year off by getting your wall planner and you diligently fill in your timetable. You go to your lectures and you take notes. You work out your “to do” list. Things sometimes take longer than you think, but you’re becoming better at applying the time and a half rule. You’re also getting really good at actually sticking to study during your study times, and then rewarding yourself with treats during your much deserved breaks. You’re also improving your prioritising skills, to make sure you’re really focusing on what you need to do each day and each week.

### Time management guru

Your time management skills are second to none which, quite frankly, makes everyone around you sick. You write your schedule, you stick to your schedule, and you reschedule your schedule when the inevitable disaster happens. You tackle the task of managing time like a martial artist handles their opponents. Your ability to prioritise, stick to tasks, and never miss a deadline fills everyone with awe (well, that’s one word for it anyway...).