

## Self Analysis

*Answer the following questions to help you understand your own likes and dislikes as you set your priorities. Ask yourself the following questions, and then answer them honestly.*

What do you think are your most important tasks and responsibilities?

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List the things you should do every day. Circle the things you *really* do everyday.

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What things contribute the most to your success as a student?

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What things do you really enjoy doing? Why?

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What things do you really hate to do? Why?

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What things can you be smarter about?

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What things can you eliminate, reorganize, combine, simplify, or delegate?

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What time of day do you work most efficiently? What location means “work” versus “play?”

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How much time do you spend planning your schedule?

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What distracts you? What helps you concentrate?

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What order do you choose to do things - do you complete tasks you dislike first, or do you postpone them? Would reversing this pattern help you to manage your time?

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What personal signs and signals tell you that your schedule and projects are getting out of control?

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Where do the demands on your time come from? What do people demand most of your time?

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How do you handle interruptions?

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