**Time Management Reflection**

Before reflecting on your habits relating to time management, consider watching this short video on [Time Management and SMART Goals](https://www.youtube.com/watch?v=Zu3oi6E0xfc) or filling out this [Time Management Inventory](https://learningcenter.unc.edu/tips-and-tools/time-management-inventory/).

You can also choose to “start fresh” and answer these questions without priming your thoughts with strategies.

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| 1. When I think about “time management” and meeting goals, what comes to mind? How do I define ideal forms of time management? |
| Click or tap here to enter text. |
| 1. Where did my ideas about time management come from? What examples from my own life, my peers, or others have influenced what I believe good time management should look like? |
| Click or tap here to enter text. |
| 1. What are some “labels” or “tags” I would associate with healthy time management? |
| Click or tap here to enter text. |
| 1. What are some attitudes that I have witnessed or imagine would support healthy time management? |
| Click or tap here to enter text. |
| 1. What are some actions that I have witnessed or imagine would support healthy time management? What are things I believe people do consistently that support how they organize their time? |
| Click or tap here to enter text. |
| 1. When I think about my own time management experiences, what are some thoughts that come up? |
| Click or tap here to enter text. |
| 1. When I think about my own time management experiences, what are some emotions that come up? What do these emotions “look” and “feel” like (e.g. feeling queasy or noticing your heart racing)? |
| Click or tap here to enter text. |
| 1. How do I want to feel about my own time management? What do I want my days to “look” like? |
| Click or tap here to enter text. |
| 1. What are some actions, habits, beliefs, and/or assumptions that I believe getting in the way of my preferred time management experience? How do my other life choices or circumstances around sleep, nutrition, movement, socializing, work, and screen time factor in? |
| Click or tap here to enter text. |
| 1. If I could choose one small action to take today that would support my image of healthy time management, what would it be? |
| Click or tap here to enter text. |
| 1. Finally, how do I want to bring the benefits of this reflection into more specific development of my own time management? What other questions do I need to ask myself? Are there others I need to talk to like professors, TAs, peers, parents, counsellors like those at CAPS, Academic Coaches, ADHD and LD Support, Accessibility Resource & Service, Academic Advising, or others to help me move forward? |
| Click or tap here to enter text. |

You can use your completed Time Management Reflection to help start a conversation with an Academic Coach at the Learning Center, identify habits you want to work on, and help guide your experiences at Carolina and beyond.