

## Self-Check ✓

The following self-evaluation will give you an idea of how familiar, or unfamiliar, you are with some of the topics and terms discussed in this chapter. After reading each statement, circle the letter Y, S, or N to indicate the answer that is most appropriate for you. Answer honestly. Rate yourself at the end; then complete the information on your Self-Check Progress Chart.

Y = yes; frequently    S = sometimes    N = no; never

- |   |   |   |   |
|---|---|---|---|
| 1. I know what is important to me.  | Y | S | N |
| 2. I make time for those things I feel are most important.  | Y | S | N |
| 3. I know how I spend my time.  | Y | S | N |
| 4. I know that learning requires time and repetition.   | Y | S | N |
| 5. I keep and follow a monthly calendar.  | Y | S | N |
| 6. I keep and follow a weekly planner.  | Y | S | N |
| 7. I plan ahead for project due dates and future events (writing projects, tests, presentations). | Y | S | N |
| 8. I set goals for myself.  | Y | S | N |
| 9. I reward myself when I reach a goal.   | Y | S | N |
| 10. I know what procrastination is and how it affects my ability to manage my time.               | Y | S | N |

### Rate Yourself:

Number of Ys \_\_\_\_\_ × 100 = \_\_\_\_\_

Number of Ss \_\_\_\_\_ × 50 = \_\_\_\_\_

Number of Ns \_\_\_\_\_ × 0 = \_\_\_\_\_

**Total** \_\_\_\_\_