

Questions to ask about....

Time management

- Describe the issue: be very honest.
- When is this a particular problem for you? Give a couple of examples.
- When have you managed time well? Give a couple of examples.
- What pattern do you notice in what you have described?
- What do you use when you manage time well that you do not use in other circumstances?
- How could you make more use of the skill(s) you have just identified?
- When you feel you are managing time well, what does it feel like? Or What would it feel like if you did manage time well?
- Do you know someone who does this really well? What have you noticed about what they do that makes it work for them?
- If you knew someone who does this really well, what would they say to you?
- What else could you do?
- If you could do one thing that would make a real difference, what would it be?
- Are you committed to doing that thing?
- If not, what other step could you take that you would be committed to?
- If so, when will you take that step?
- How will you hold yourself to account?

For additional resources to support time management and goal setting you may find these documents useful to share with students:

- [Getting things done](#)
- [Setting your goals and reaching them](#)