

# DEPAUL A.C.E.

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## ACTIVELY CHOOSING EDUCATION

### TIME MANAGEMENT- GOALS & PRIORITIES

List three goals or objectives that are most important to you, and indicate whether they are long range, medium range, or immediate:

	long range	medium range	now!
1.			
2.			
3.			

How much time have you set aside to meet each goal during your week?

A.
B.
C.

**Does your time allocation reflect the priority of your goals?**

**Can you change your hourly commitments to meet your priorities?**

**Where do you have the most flexibility: weekdays or weekends?  
Can you change one or the other? or both?**

**Can you change your goals? What are your options?**

**Can you postpone any goals until school breaks?**

**How will assignments and tests affect your time allocation?  
What can you change to meet your class responsibilities?**

**Schedule your school calendar** The Study Guides and Strategies web site is authored, developed and maintained by [Joe Landsberger](#) as an educational public service. These student guides are collaboratively maintained across institutional and national boundaries, and last revised August 15, 2005 . Permission is granted to freely copy, adapt, and distribute individual Study Guides in print format in non-commercial educational settings that benefit learners. No request to link to the Web site is necessary. Please be aware that the Guides welcome, and are under, continuous review and revision. For that reason, reproduction of all content on the Internet can only be with permission through a licensed agreement.

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