



## Time Management & Study Habits Check-In

**Focus:** Organization, deadlines, and learning routines

**Purpose:** To help students reflect on how they manage their workload

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### Section 1: Planning and Organization

1. **How do you usually plan your homework or revision?**  
(e.g., *planner, timetable, in your head, last-minute, don't plan*)
  2. **Do you feel in control of your schedule or do things tend to pile up?**
    - I feel very organized and in control
    - I manage okay, but sometimes fall behind
    - I often leave things to the last minute
    - I feel overwhelmed most of the time
  3. **Do you set goals or checklists when you study or revise? Why or why not?**
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### Section 2: Study Routines

4. **Where and when do you usually do your studying or homework?**  
(e.g., *at home after school, in the library, just before the deadline, etc.*)
5. **How often do you revise or review your classwork outside of lessons?**
  - Daily
  - A few times a week
  - Occasionally
  - Rarely or only before exams

6. **What distractions affect your ability to focus while studying?**  
*(e.g., phone, noise, tiredness, social media, multitasking)*
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### **Section 3: Improvement and Support**

7. **What's one thing you could do to improve your study routine?**  
*(e.g., revise earlier, take better notes, use a study app, ask for help, etc.)*
8. **Who or what helps you stay on track with your schoolwork?**  
*(e.g., teachers, parents, friends, planner, phone reminders)*
9. **If you had an extra hour each week just for study or revision, how would you use it?**
10. **What advice would you give to a friend who's struggling with managing their workload?**