ZM1: CHECKLIST FOR TIME MANAGEMENT

Agree	Managing my time	Disagree
	I often do not structure my tasks and my time proactively; instead, I simply react to demands.	
Agree	Available time	Disagree
	For many things that matter to me, I have little or no time.	
Agree	Pace	Disagree
	Things often progress too slowly for me, and I wish to accelerate them.	
Agree	Stress	Disagree
	I frequently feel under pressure. Often many tasks must be completed simultaneously.	
Aggree	Time-wasters / Procrastination	Disagree
	I often complete my actual tasks only at the end of the day because other matters keep interrupting me during the day.	
Agree	Room for leisure	Disagree
	My leisure time is too limited.	
Agree	Connection to my studies	Disagree
	I enjoy and take pleasure in my studies.	

ZM2: WEEKLY TIME LOG

Record your time allocation for a typical week before beginning the time management module, using the provided template. Enter your main activities (rounded to the nearest hour) according to the categories from Tasks 2–4. Remember to include sleeping hours and to distinguish, within your studies, between on-site classes and independent work. Using color coding will make the log easier to read.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6.00am-7.00am							
7.00am-8.00am							
8.00am-9.00am							
9.00am-10.00am							
10.00am-11.00am							
11.00am-12.00pm							
12.00pm-1.00pm							
1.00pm-2.00pm							
2.00pm-3.00pm							
3.00pm-4.00pm							

4.00pm-5.00pm							
5.00pm-6.00pm							
6.00pm-7.00pm							
7.00pm-8.00pm							
8.00pm-9.00pm							
9.00pm-10.00pm							
10.00pm-11.00pm							
11.00pm-12.00am							
12.00am-6.00am							

ZM3: LIFE-WORK-BALANCE

— Review each area of life listed in the first column. In cases where categories overlap (e.g., leisure and social life), focus on the aspect that is most relevant to you.
— Next, specify this area in the second column by listing the activities that personally belong to it.
— Finally, in the third column, enter the estimated amount of time you currently devote to this area on average per week.

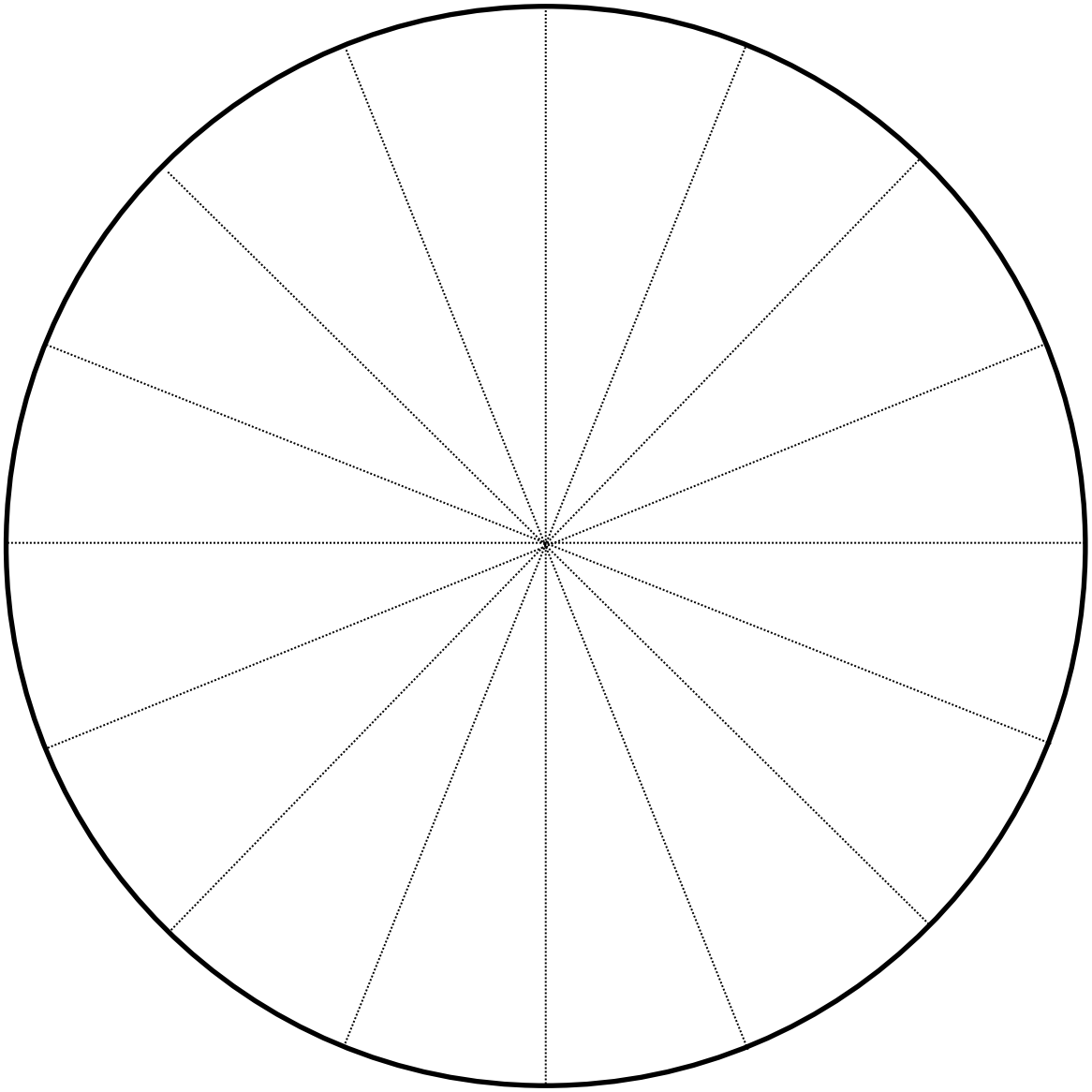
Area	**What? - Specific Activities**	**How much?** Hours/Week
1. Studies: In-person classes and independent work		
2. Daily Organization: Job, errands		
3. Social Life: Contacts, relationships, family		
4. Active Leisure: Hobbies, sports, intellectual interests		
5. Contemplative Time: Rest, reflection, personal downtime		
6. Time experienced as “wasted”		
7. Sleep	**Quality:** How restorative and how regular?	

ZM4: TIME PIE CHART

Using the data recorded on Sheet 2, plot your individual distribution of time across the seven designated areas in the circle below. The segments are intended as guidelines.

Please note:

- The entire circle represents one week = 168 hours (7 × 24 hours).
- One segment of the circle corresponds to 1/16 of a week = 10.5 hours.



ZM5: IS MY TIME BALANCE APPROPRIATE?

University studies usually involve a great deal of freedom and flexibility. Apart from scheduled classes, students can often decide for themselves whether, when, and how much time to devote to different areas of life.
However, this also entails the risk of neglecting important areas, which in the long run often manifests itself in decreased motivation.

The following checklist may help you reflect on your personal time balance:

Life Area	**Overemphasized**	**Balanced**	**Underemphasized**
Studies (classes and independent work)	☐	☐	☐
Daily organization / errands / job	☐	☐	☐
Social contacts / relationships / family	☐	☐	☐
Active leisure, hobbies, sports, intellectual interests	☐	☐	☐
Rest / quiet time	☐	☐	☐
Time perceived as “wasted”	☐	☐	☐
Sleep	☐	☐	☐

What could be a first step toward achieving (or further improving) a healthy balance of time?

ZM6: STRATEGIES, TIPS, AND TRICKS FOR MOTIVATION

Collect strategies, tips, and tricks that you have used so far to motivate yourself to study and work.

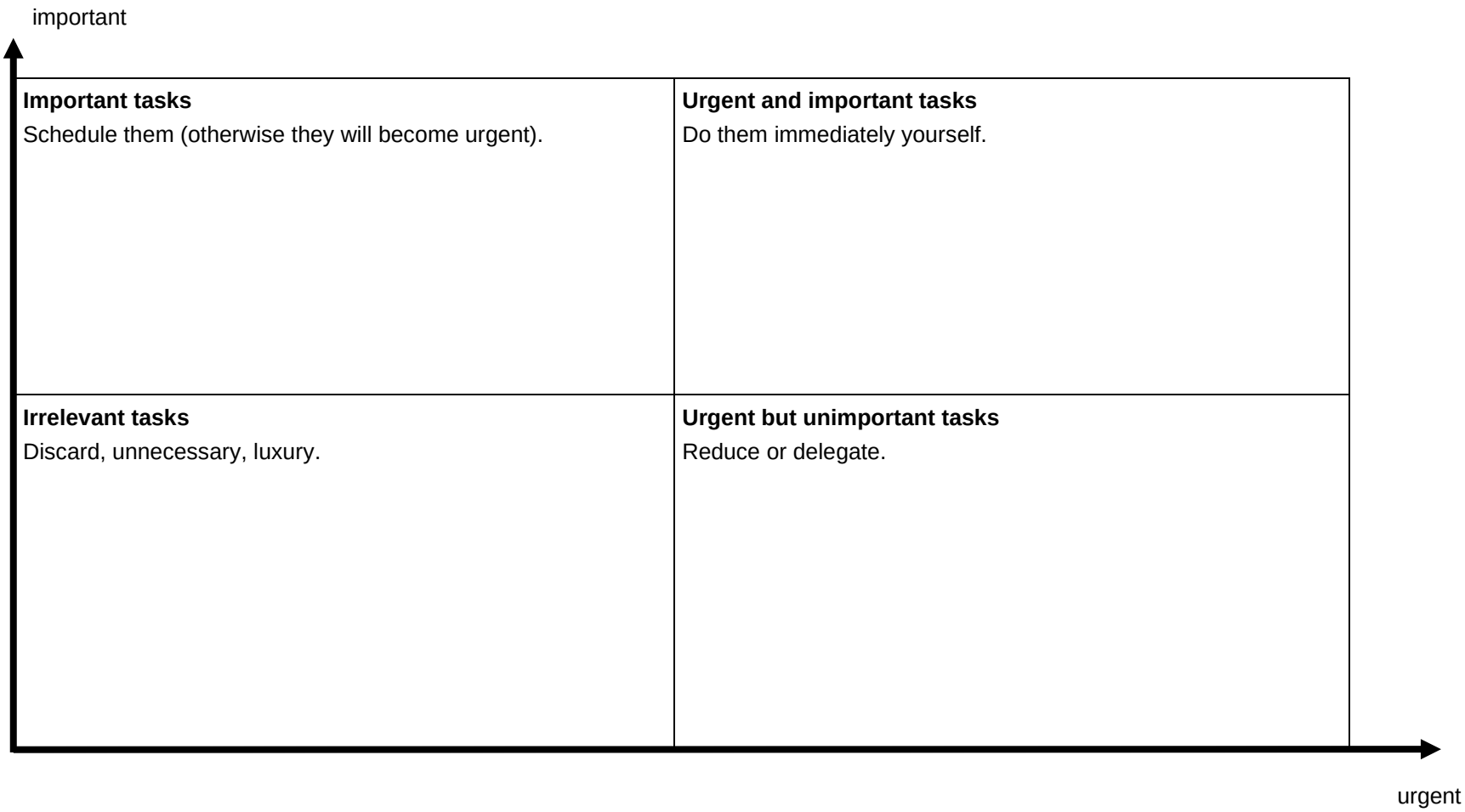
1	
2	
3	
4	
5	
6	
7	
8	

ZM7: CHECKLIST FOR OPERATIONAL TIME MANAGEMENT

These questions are intended to provide you with an initial personal orientation to this topic. Please check the option that applies more closely to you.

Yes		No
☐	Can you set goals?	☐
☐	Can you, with regard to your goal, distinguish between what is important and what is unimportant, and then carry out the important tasks while leaving aside the unimportant ones (set priorities)?	☐
☐	When pursuing a goal, can you resist the temptation to become distracted, and can you postpone spontaneously arising tasks that intrude on your focus?	☐
☐	Can you easily estimate the effort required for tasks (time assessment)?	☐
☐	Can you make realistic plans and organize your time effectively?	☐
☐	Can you adhere well to such plans and intentions?	☐
☐	Can you clearly separate working phases from leisure phases, so that you do not carry work-related issues into your free time, and conversely, do not mentally bring leisure activities into your working time?	☐
☐	Are you able to begin intended activities promptly?	☐
☐	Are you able to clearly bring activities and working phases to an end?	☐
☐	Can you take breaks and truly disengage during them?	☐

ZM8: PRIORITIZATION MATRIX



ZM9: TEMPLATE FOR A TO-DO LIST

What? Individual steps / sub-tasks *(formulated as concrete goals)*	**Priority**	**Estimated duration**	**Deadline**