**Do you prefer to:**

[ ] Complete tasks early

[ ] Complete tasks last minute

[ ] Create a detailed plan

[ ] Go with the flow

[ ] Complete big tasks first

[ ] Complete small tasks first

[ ] Use digital tools

[ ] Write things out by hand

**What tools will you use to track tasks:**

[ ] Daily Planner

[ ] Monthly Calendar (written)

[ ] Online Calendar

[ ] To-do lists (written)

[ ] To-do list app

[ ] Sticky Notes

[ ] Alarms on phone

[ ] Other:

|  |  |  |
| --- | --- | --- |
| **Daily Tasks** | **Weekly Tasks** | **Big Events** |
|  |  |  |