

Name:

BLK:

Date:

### Work Habits Questionnaire

Answer each question by putting a check in the box that describes you best.

#### 1. DAILY ROUTINES:

	Always	Sometimes	Never
Do you set yourself daily or weekly self goals?			
Have you set up a flexible daily schedule?			
Do you keep a regular morning routine?			
Do you have a designated time each day to do homework?			
Do you log your schoolwork hours to see how much time is spent on task?			
Do you have scheduled breaks?			
Do you use a tool/app to block distractions while you do your work?			
Do you stick to your daily schedule?			

#### 2. WORKSPACE:

	Yes	No
Have you created a school workspace at home?		
Are you organized with everything you need to do your schoolwork?		

#### 3. SELF-CARE:

	Always	Sometimes	Never
Do you have scheduled breaks?			
Do you do stretches or get up regularly to avoid sitting too long?			
Do you eat healthy food (not junk food) when doing schoolwork?			
Do you stay connected with others who make you happy?			
Is your sleep schedule now different to the summer vacation?			

Please turn the page over.

#### 4. ASSIGNMENTS:

	Always	Sometimes	Never
Do you regularly hand in your assignments on time?			
Do you save your electronic documents with specific names and in folders?			
Do you divide your time so every subjects' assignments are covered equally?			
Before starting an assignment, do you read over the instructions and material carefully?			
If you need help with an assignment, do you contact your teachers for help?			
Do you ask your teachers every 2-3 weeks if you are missing any assignments?			

5. What do you think is your strength when doing your schoolwork?

6. Why did you pick this strength?

7. Which area(s) would you like to work on this semester?

	Would like to try now	Would like to try later
Setting goals		
Creating a schedule		
Track on task work		
Use app to block distractions		
Create a workspace		
Take breaks		
Do stretches		
Eat healthy		
Go to bed earlier		
Get more sleep		
Hand in work on time		
Check in with teachers		
Preview assignments		
Save documents properly		