

Name: \_\_\_\_\_ Block: \_\_\_\_\_ Date: \_\_\_\_\_

## WORK HABITS QUESTIONNAIRE

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

### 1. DAILY ROUTINES:

Questions	Always	Sometimes	Never
Do you set yourself daily or weekly 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:

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

### 3. SELF-CARE:

Questions	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:

Questions	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 ask your teachers for help?			
Do you ask your teachers every 2-3 weeks if you are missing any assignments?			

#### 5. STRENGTHS

Questions	Answers
What do you think is your strength when doing your schoolwork?	
Why did you pick this strength?	

#### 6. Which area(s) would you like to work on this semester/next year?

Areas	Would like to try now	Would like to try later
Setting SMART 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		
Save documents properly		