United States Department of Agriculture, University of Arkansas, and County Governments Cooperating

Time Management

Evaluation

Location: _____ Date: _____

Gender (Circle one.) male female

Race (Circle one.) Black American Indian or Alaskan Native
White Asian or Pacific Islander
Hispanic/Latino Multi-Racial

Please circle one rating for both before and after the meeting.

My Understanding	Before Meeting				After Meeting			
	Didn't Know	*Knew a Little*	*Knew the Basics*	*Knew All About This*	*Don't Know*	*Know a Little*	*Know the Basics*	*Know All About This*
Time Management	1	2	3	4	1	2	3	4
Goal Setting	1	2	3	4	1	2	3	4

During this meeting, we talked about ways you can manage time. Which of the following do you expect to do? Please check one answer for each.

Time Management Skill	*Currently Doing This*	*Expect To Make This Change*	*Don't Intend To Do This*
Set goals.			
Use a calendar.			
Estimate time.			
Find and reduce time wasters.			

As a result of this meeting, which time management tips do you intend to start using within the next week or two:

We would like to follow up with you at a later time to determine the value of Extension education. All information will be kept confidential. If we may contact you in the future, please provide the following:

Name: _____

E-mail address: _____ if you prefer to take the web survey

Phone: _____ if you prefer to be contacted by phone

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