

Time Management Questionnaire

Score yourself on the following questions; **2 for "always"**, **1 for "sometimes"**, **0 for "never"** and tally your score at the bottom of the column.

_____ I do things in order of priority.

_____ I accomplish what needs to be done during the day.

_____ I always get assignments done on time.

_____ I feel I use my time effectively.

_____ I tackle difficult or unpleasant tasks without procrastinating.

_____ I force myself to make time for planning.

_____ I am spending enough time planning.

_____ I prepare a daily or weekly "to do" list.

_____ I prioritize my list in order of importance, not urgency.

_____ I am able to meet deadlines without rushing at the last minute.

_____ I keep up-to-date on my reading and homework assignments.

_____ I prevent interruptions from distracting me from high priority tasks.

_____ I avoid spending too much time on trivial matters.

_____ I am spending enough time on academic matters.

_____ I plan time to relax and be with friends in my weekly schedule.

_____ I have a weekly schedule on which I record fixed commitments such as classes and work hours.

_____ I try to do the most important tasks during my most energetic periods of the day.

_____ I make constructive use of my commuting time.

_____ I periodically re-assess my activities in relation to my goals.

_____ I have discontinued any wasteful or unprofitable activities or routines.

_____ I screen and group my telephone calls to allow for control over telephone interruptions.

_____ I judge myself by accomplishment of tasks rather than by amount of activity or "business".

_____ My actions are determined primarily by me, not by circumstances or by other people's priorities.

_____ I have a clear idea of what I want to accomplish during the coming semester.

_____ I am satisfied with the way I use my time.

_____ **Score**

45 - 50 points: You're on your way to becoming CEO of a major corporation!

38 - 44 points: You probably own a Franklin Planner and have organized your sock drawer.

30 - 37 points: You are managing your time fairly well, but sometimes feel overwhelmed.

25 - 29 points: Your college career is likely to be stressful and less than satisfying unless you take steps to begin to manage your time more effectively.

less than 25 points: Your life is one long roller coaster ride, out of control.

Time Management Questionnaire

Answer "YES" or "NO" to the following questions.

1. ____ Have you estimated how many hours you need to study this semester?
2. ____ Do you tend to complete your assignments on time?
3. ____ Have you estimated how long it takes to read one chapter in each of your textbooks?
4. ____ Do you begin working on long-term assignments at the beginning of the semester?
5. ____ Do you make lists of things to do in your head rather than on paper?
6. ____ Do you participate in social activities even when you know you should be studying?
7. ____ Do you schedule time to study for exams?
8. ____ Do you have a job that requires more than 20 hours a week?
9. ____ Do you know exactly what tasks you are going to do when you sit down to study?
10. ____ Do you attempt the assignments from your most difficult class first?

Give yourself one point for each YES answer to all questions except 5, 6, and 8, and one point for each NO answer to questions 5, 6, and 8. Total your points. A low score indicates a need for help with time management and a high score indicates use of effective time management techniques.