

Time Management Assessment Form

The following statements refer to issues in managing time effectively. Please mark the rating which best reflects your knowledge and behavior for each item. Be as honest as you can in responding to these statements so that you can create a realistic picture of how you manage your time right now. An increase in your awareness of these behaviors can lead to more effective choices and enhanced success in managing your time.

	Ratings			
	No/Rarely	A Little	Mostly	Yes
1. I have a clear set of priorities and goals regarding my educational, work, family, and leisure activities.	1	2	3	4
2. I am aware of and <i>apply</i> effective time management principles, tools, and techniques to organize my life.	1	2	3	4
3. I have an accurate and detailed picture of how I spend my time during a typical week.	1	2	3	4
4. I maintain a balance of focus between immediate and urgent tasks and long-term, important ones.	1	2	3	4
5. I make a daily list of things I want and need to do and organize my activities to complete them efficiently.	1	2	3	4
6. I plan for and stick to regular times during the week to study for each class.	1	2	3	4
7. I stay aware of the long-term assignments, projects, and exams in all of my classes and prepare for them <i>before</i> they are due.	1	2	3	4
8. I anticipate and accommodate for "crunch" times when several classes have overlapping due dates or exams.	1	2	3	4
9. I schedule regular time for physical activities, fun, and socializing.	1	2	3	4
10. I am willing and able to say "no" when appropriate in order to stay on schedule and accomplish my most important goals.	1	2	3	4

For those items above which you responded to with a 1 or a 2, consider trying out new behaviors to see if you can increase your level of success in school and in life.