

Time Management Personal Assessment²

Before learning time management tools, you should first assess your current aptitude. This can serve as an instrument to track the progress of your time management skills. The following questionnaire will give you an idea of your current time management proficiency. Score the following questions using the following scale: 2 for "Always," 1 for "Sometimes," 0 for "Never."

Time Management Assessment Questionnaire			
Questions	Always	Sometimes	Never
1. I do things in order of priority			
2. I accomplish what needs to be done during the day			
3. I always get assignments done on time			
4. I feel I use my time effectively			
5. I tackle difficult or unpleasant tasks without procrastinating			
6. I force myself to make time for planning			
7. I spend enough time planning			
8. I prepare a daily or weekly "to do" list			
9. I prioritize my list in order of importance, not urgency			
10. I am able to meet deadlines without rushing at the last minute			
11. I keep up-to-date on my reading and homework assignments			
12. I prevent interruptions from distracting me from high priority tasks			
13. I avoid spending too much time on trivial matters			
14. I spend enough time on academic matters			
15. I plan time to relax and be with friends in my weekly schedule			
16. I have a weekly schedule on which I record fixed commitments such as classes and work hours			
17. I try to do the most important tasks during my most energetic periods of the day			
18. I make constructive use of my commuting time			
19. I periodically re-assess my activities in relation to my goals			
20. I have discounted any wasteful or unprofitable activities or routines			
21. I screen and group my telephone calls to allow for control over telephone interruptions			
22. I judge myself by accomplishment of tasks rather than by amount of activity or "busy-ness"			
23. My actions are determined primarily by me, not by circumstances or by other people's priorities			
24. I have a clear idea of what I want to accomplish during the coming semester			
25. I am satisfied with the way I use my time			
Total Score			

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Scoring the Assessment

Now that you have completed the survey, tally your score and use the following rubric to assess your current time management skills.

45-50 points: You have excellent time management skills and should use this guide as a reference.

30-44 points: You manage your time fairly well but should use this guide to increase your skill.

0-30 points: Your time management skills should be improved for college but do not panic, following the subsequent guidelines will assist you in improving your ability and further your chances of success.