# TIME MANAGEMENT SELF-ASSESSMENT

| Do these items reflect you as a student? | No | Yes |
|---|---|---|
| 1. I keep a careful record of the dates of upcoming major events such as tests and assignments. | No | Yes |
| 2. I often feel really panicky about being behind with my work. | No | Yes |
| 3. During a study session, I set small goals and work to achieve them (e.g., read 5 pages of text). | No | Yes |
| 4. I tend to miss classes. | No | Yes |
| 5. If I need to solve a problem quickly, I get help from another student, instructor, or other resource. | No | Yes |
| 6. I often miscalculate how much time homework tasks will take. | No | Yes |
| 7. I have set up a regular plan for my study activities. | No | Yes |
| 8. I find my current course load too heavy. | No | Yes |
| 9. I begin assignments early so that I will have time to do a good job. | No | Yes |
| 10. I have difficulty concentrating while doing homework. | No | Yes |
| 11. I plan ahead so I can be flexible about putting in extra hours if I have a lot of school work to do. | No | Yes |
| 12. I always seem to be behind with my work. | No | Yes |
| 13. I regularly use a day planner to plan my activities. | No | Yes |
| 14. My marks tend to suffer because of last minute cramming for tests. | No | Yes |
| 15. Each day I have clear goals what I wish to accomplish. | No | Yes |
| 16. I am easily distracted from school work by my friends, tv, etc. | No | Yes |
| 17. I really enjoy working on the courses I am taking. | No | Yes |
| 18. I can only work if I feel like working. | No | Yes |
| 19. I prioritize tasks effectively. | No | Yes |
| 20. I have a hard time deciding just what school work I should be doing outside of class. | No | Yes |

## >>>>>>>>>>>>>> UNDERSTANDING YOUR SCORE >>>>>>>>>>>>>>

Odd numbered items in the inventory reflect positive components of time management that can contribute to effective use of time. Even numbered items reflect negative components that can take away from effective time management. Therefore, if you have a positive total score, this indicates a proactive approach to managing time. If your score is negative, your time management strategies can be improved. However, remember that there is not one right way to manage time. You need to find the right approach for you that will allow for tasks to be completed on time, without necessitating a superhuman effort. It will also ensure that your stress level is reasonable.

# 🔍 REFLECTING ON YOUR SCORE

Look back to your completed self-assessment. Of the 20 items on the inventory, select five items that you feel are important issues for you. These may be typical behaviors that are currently detracting from you personal satisfaction and potential as a student.  What would you like to change for the better?

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Based on the the issues you listed above as something you'd like to change, what are a few ways that you could potentially embark on making these changes? What are some obstacles that you might need to address in making these changes?

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