

Tell us what you think!



TIME MANAGEMENT SELF-ASSESSMENT

Check out the evidence!



Time management can be defined as skills that are important in organizing your time and energy for both academic activities (e.g., attending lectures, completing assignments) and non-academic activities (e.g., extracurricular activities, social events).^{1, 2, 3}

The following questionnaire will give you an idea of how you currently manage your time and energy.

HOW IS YOUR TIME MANAGEMENT?

Respond to each statement by indicating: **Never (0), Sometimes (1), or Always (2)**

Skill Areas	Statements	Never	Sometimes	Always
Goal setting	I have clearly defined long-term objectives toward which I am working.	0	1	2
	I periodically re-assess my activities while reflecting on my goals.	0	1	2
Planning	I set aside time for planning and scheduling.	0	1	2
	I leave time in my schedule to deal with “the unexpected”.	0	1	2
	I put tasks on my calendar ahead of time and follow the calendar.	0	1	2
Prioritizing	I do things in order of priority (e.g., importance and urgency).	0	1	2
	I tackle difficult or unpleasant tasks without procrastinating.	0	1	2
	I do the most important tasks at my best time to focus during the day.	0	1	2
Reducing distraction	I prevent interruptions from distracting me when working on a task.	0	1	2
	I find the best environment for working on a task efficiently.	0	1	2
Pausing and renewing	I schedule some personal time into each day (e.g., for leisure activities, meditation, prayer, and exercise).	0	1	2
	I plan time to spend with my family/friends in a week.	0	1	2



Take a look at each skill area and notice what you scored as **Never, Sometimes, or Always**. You will find the areas that are working well for you in terms of time management or the areas you might find a bit more challenging and might be interested in developing further.



Check out our resources below for specific time management strategies.

Check out additional resources such as *Improve Your Time Management resource* and *Study Skills and Procrastination* to better manage your time and energy.



View the Enhancing Performance page of our website

FEEDBACK & CONTACT INFORMATION

