**Time Management**

**Self-Assessment**

**Directions:** Read the following statements and rate yourself as you currently are (not as you would like to be) with respect to time management. Answer “YES” if the statement is generally true for you, and “NO” if it is not.

1. I plan specific times for studying, such as reading textbooks, each week. _____ YES  ____ NO

2. At the beginning of each academic term, I make a master schedule that shows when everything is due in all my classes. _____ YES  ____ NO

3. I follow a daily schedule, such as a day planner, or use a “to do” list to make sure I complete what I intend to do each day. _____ YES  ____ NO

4. During any week, I know approximately how much time I spend on different activities, such as sleeping, practicing, or studying. _____ YES  ____ NO

5. I schedule my time to get my work done in advance so I can avoid the anxiety of doing things at the last minute. _____ YES  ____ NO

6. When I have several things to do, I prioritize them and focus my attention on the most important tasks first. _____ YES  ____ NO

7. I feel that I am in control of my time. _____ YES  ____ NO

8. I am happy with the way I use my time each day. _____ YES  ____ NO

9. I plan my schedule so I have sufficient time to focus on one task at a time. _____ YES  ____ NO

10. I am on time for classes, meetings, practices, appointments, and so on. _____ YES  ____ NO

11. I use the little blocks of available time that I have each day, such as the ten minutes between classes, to make progress toward my goals. _____ YES  ____ NO

12. I schedule my study time to minimize distractions or disruptions by others. _____ YES  ____ NO

13. I know the reasons why I procrastinate. _____ YES  ____ NO

14. Once I become aware that I am procrastinating, I am able to stop and get started on the work I have been avoiding. _____ YES  ____ NO

Review your responses. Pay attention to the items to which you responded “Yes”; these are strengths. The items to which you responded “No” represent areas where focus and growth are needed. Describe how you can use your top 5 strengths (Strengthsquest) in order to be successful in the areas listed above. (You may use the back of this form).

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