

Time Management Questionnaire

In responding to the statements below, fill in each blank with the number from the rating scale that indicates the frequency with which you do each activity. Assess your behavior as it is, not as you would like it to be. The usefulness of this instrument depends on your ability to accurately assess your own behavior.

Rating Scale

0- Never

1-Seldom

2-Sometimes

3-Often

4-Always

- _____ 1. I read selectively, skimming the material until I find what is important, then highlighting it.
- _____ 2. I make a list of tasks to accomplish each day.
- _____ 3. I keep everything in its proper place.
- _____ 4. I prioritize the tasks I have to do according to their importance and urgency.
- _____ 5. I concentrate on only one important task at a time, but I do multiple trivial tasks at once.
- _____ 6. I make a list of short five- or ten-minute tasks to do.
- _____ 7. I divide large projects into smaller, separate stages.
- _____ 8. I review my planner each day after I complete my tasks.
- _____ 9. I do the most important tasks at my best time during the day.
- _____ 10. I have some time during each day when I can work uninterrupted.
- _____ 11. I do today what needs to be done. I don't procrastinate.
- _____ 12. I periodically evaluate the use of my time while using my academic calendar.
- _____ 13. I set deadlines for myself if they are not provided for me.
- _____ 14. I do something productive whenever I am waiting.
- _____ 15. I avoid time wasters.
- _____ 16. I finish at least one thing every day.
- _____ 17. I schedule some time during the day for personal time alone (for planning, meditation, prayer, exercise).
- _____ 18. I set goals for the academic year. (Academic, Personal, Spiritual) –Long Term

_____ 19. I set goals for myself each semester. (Academic, Personal, Spiritual...etc.)

_____ 20. I continually try to find little ways to use my time more efficiently.

Time Management Questionnaire Scoring Guide

Give yourself the following number of points for the boxes you checked:

Points Frequency

0 Never

1 Seldom

2 Sometimes

3 Usually

4 Always

Total points: _____

A score of:

54 or higher-- (You are on fire! Look for little ways to continue to improve based on your time assessment!)

46-53 -- (You are building your skills! Review your time assessment and work on prioritizing assignments!)

36-45 — (Time Management is difficult, but you are working on building those skills! Look at your time assessment...are you using your time efficiently? Work on getting organized and flushing out your planner.)

35 or below — (This may be the first time you have had to fully manage your own time. Don't worry! You can build your skills! Look at your time assessment and start by blocking out time that you can work on assignment and study!)