

# TIME MANAGEMENT SELF-ASSESSMENT

(from The University of Western Ontario)

Are you a good time manager? Respond to the following inventory, indicating “Yes” if the statement applies more often than not. Choose “No” if the statement does not apply most of the time.

	<u>Yes</u>	<u>No</u>
1. I make lists to help organize things that I have to do.	___	___
2. I often procrastinate when faced with tasks.	___	___
3. I make good use of small blocks of time.	___	___
4. I seldom prioritize among tasks.	___	___
5. I use my time wisely.	___	___
6. I find it difficult to resist pressure from others for my time.	___	___
7. I plan how my goals will be reached.	___	___
8. I lack balance in my life.	___	___
9. I can motivate myself to complete even boring tasks.	___	___
10. I have trouble concentrating on a task.	___	___

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Count and total the odd-numbered items you responded to with a “Yes”: \_\_\_

Count and total the even-numbered items you responded to with a “No”: \_\_\_

*Add these totals together:* \_\_\_\_\_

## How did you do?

- 8 -10      Congratulations! You have strong time management skills.
- 5 – 7      You have some time management skills that you can build upon.
- 0 – 4      You can benefit from strengthening your time management skills.

## Time Management Obstacles.

1. **Email** - Limit the number of times you check it daily, as well as time spent on replies.
2. **Internet Use** - Set a timer for 30 minutes to stay aware of how much time is passing.
3. **Television** - Plan ahead for which shows you will watch. Don't turn the TV on randomly.
4. **Phone/Pager** - Try to wait and call back when you have a study break or have finished your homework. If you do answer when a call comes in, tell your friends you will call them back at the end of the study session. They will still like you!
5. **Distractions** - Eliminate as many audio/visual distractions as you can. Choose places and times to study when roommates/others are busy with quiet activities or are gone.
6. **Lying Down** - Leads to sleepiness when studying. Don't go there.
7. **Errands** - Working in small errands daily will help you avoid having to spend a whole day weekly playing.
8. **Procrastination** - A common complaint. Don't put off until tomorrow what you can do now!

*\*Collected from the University of Texas at Dallas*

## Where does your time go?

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Number of hours of sleep each night ..... \_\_\_\_\_ x 7 = \_\_\_\_\_

Number of hours spent grooming each day ..... \_\_\_\_\_ x 7 = \_\_\_\_\_

Number of hours for meals/snacks, including preparation/clean-up time ..... \_\_\_\_\_ x 7 = \_\_\_\_\_

Travel time to and from campus ..... \_\_\_\_\_ x 5 = \_\_\_\_\_

Number of hours per week for regular activities (chapter meetings, leadership/service activities, intramurals, church, etc.) ..... \_\_\_\_\_ x 7 = \_\_\_\_\_

Number of hours per day for errands, etc..... \_\_\_\_\_ x 7 = \_\_\_\_\_

Number of hours of work per week ..... \_\_\_\_\_

Number of hours in class per week ..... \_\_\_\_\_

Number of hours currently spent doing homework per week ..... \_\_\_\_\_

Number of hours per week with friends, socializing, going out, watching TV, etc..... \_\_\_\_\_

Weekly Total = \_\_\_\_\_

There are 168.0 hours in a week

- \_\_\_\_\_ hours of activities

= \_\_\_\_\_ *potential hours to study*