TIME MANAGEMENT SELF-ASSESSMENT

Think about the ways you manage your time and answer yes or no to the following questions:

1. Do you feel caught up with homework and daily chores? Yes No
2. Do you make sure you have everything you need for the day before leaving home, school or work? Yes No
3. Do you excel at projects when there are many things going on at once? Yes No
4. Do you use a system to clear your mind and concentrate on what you’re doing right now, in spite of all the other things you have to do? Yes No
5. Do you plan time for physical fitness, recreation, or fun? Yes No
6. Do you always give yourself plenty of time to complete a project when a deadline is approaching? Yes No
7. Do you use a calendar or planner system to keep track of all of your assignments and activities? Yes No
8. Do you make a daily “to-do” list? Yes No
9. Do you set priorities on that list? Yes No
10. Do you plan to arrive at appointments 10 minutes early? Yes No
11. Do you carry materials with you to be productive during “down time”? Yes No
12. Do you know what is due in your classes for the next two weeks? Yes No

Score it:
1 point for each “yes” and 0 points for each “no”
Score:_____________

If you scored 9 points or more: It sounds like you are on your way to a successful semester! Review areas in which you answered “no” and try to integrate these into your study strategies.

If you scored between 6-8 points: Check out the handouts provided on our website about time management strategies.

If you scored below 5 points: You might benefit from dropping in with an Academic Skills Tutor or making an appointment with a Learning Specialist to discuss this topic.

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