



Your Current Approach to Time Management

An assessment of your current approach to time management will help you to outline your areas of strength and areas for development.

Instructions:

1. Take 3-5 minutes to read the statements provided.
2. Think about your past behaviors.
3. Score each statement:
 1 (this is not typical of me) to **5** (this is very typical of me)
4. Tally your results.

- _____ I make sure I know the dates for my tests and due dates for assignments.
- _____ I use a calendar or wall planner to display key dates.
- _____ I keep my day planner up to date and look at it daily.
- _____ I list key tasks to be done each day.
- _____ I prioritize tasks to be done each day.
- _____ I know which times of day work best for me as study times.
- _____ I am able to resist pressure from friends/family if I have work to do.
- _____ I get started quickly when I sit down to study.
- _____ I work where I can concentrate and won't be disturbed.
- _____ I make sure to accomplish some studying every day.
- _____ I set a high priority on my own effective time management.
- _____ I plan for recreation/relaxation time each week.
- _____ I begin to work on assignments well ahead of the due date.
- _____ I am well prepared for tests.
- _____ I reward myself when I have completed my priority tasks.

My Total Score: _____

30 and below: area of development
60 and above: area of strength

**Adapted from: Fleet, J., Goodchild, F. & Zajchowski, R. (2006) Learning for Success: Effective Strategies for Students (4th Ed.). Toronto: Thomson Canada Ltd.*

