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