Time Management Self-Assessment

*Indicate to what extent each statement reflects your experience as a student. (1 = Never, 5 = Always)*

1. I set aside time to study even if I don’t have an exam coming up.

 1 2 3 4 5

1. With everything I have to do in my life, I find it hard to complete assignments, papers, and projects on time.

 1 2 3 4 5

1. I concentrate and stay productive during study sessions.

 1 2 3 4 5

1. I’m easily distracted from course work by friends, family, gaming, shows, social media, etc.

 1 2 3 4 5

1. I turn in assignments and papers on time and am confident that I’ve given them the time necessary to do high quality work.

 1 2 3 4 5

1. I underestimate how much time assignments, homework, and personal tasks will take.

 1 2 3 4 5

1. I take care of my overall well-being without sacrificing my academics.

 1 2 3 4 5

1. I tend to stress about deadlines and commitments.

 1 2 3 4 5

1. I’m well prepared when it comes to exams.

 1 2 3 4 5

1. I study only when I feel like studying or if I’m cramming for an exam.

 1 2 3 4 5

*Read on for how to understand your self-assessment.*

Understanding your Self-Assessment

There are a couple of approaches to making sense of your self-assessment:

1. **Identify what you are doing well and where there are difficulties**

First, notice that the odd numbered statements (1, 3, 5, 7, 9) represent effective time management. The even numbered statements (2, 4, 6, 8, 10) indicate problems with time management.

So one way is simply to look at each statement and use it to identify what you’re doing well and where there are difficulties. For example, if you chose “4” or “5” for number 2, this suggests that there is a need for significant improvement when it comes to balancing all of your commitments and responsibilities. In some cases this may require stepping back from something in order to prioritize something else.

1. **Calculate your score** (subtract even total from odd total)

\_\_\_\_\_\_\_ (odd number total) - \_\_\_\_\_\_\_ (even number total) = \_\_\_\_\_\_\_\_

Since odd numbered items indicate effective time management and even numbered items indicate problematic time management, a higher score is better than a lower score. For example, a score of 10 or more suggests a proactive approach to time management. While a negative score (below zero) indicates that working to improve your time management skills is definitely going to be worth the effort and could seriously reduce your stress load!

**Whatever you discover, remember that one of the keys to effective time management is to find what works for you and do that! And be gentle with yourself as you develop your approach. Know that anyone can get good at time management! It may just take a little time ;-)**