

Time Management Self-Assessment: Before learning time management tools, you should first assess your current aptitude. The following questionnaire will give you an idea of your current time management proficiency. Score the following questions using the following scale: **2 for Always; 1 for Sometimes; 0 for Never**

Questions	Always	Sometimes	Never
I do things in order of priority			
I accomplish what needs to be done during the day			
I always get assignments done on time			
I feel I use my time efficiently			
I tackle difficult or unpleasant tasks without procrastinating			
I force myself to make time for planning			
I spend enough time planning			
I prepare a daily or weekly "to do" list			
I prioritize my list in order of importance			
I am able to meet deadlines without rushing at the last minute			
I keep up-to-date on my reading and homework assignments			
I prevent interruptions from distracting me when doing homework			
I avoid spending too much time on unimportant things			
I spend enough time on academic things			
I plan time to relax and be with friends in my weekly schedule			
I have a weekly schedule or planner where I record my commitments such as classes and work hours			
I try to do the more important tasks during the most energetic periods of the day			
I make constructive use of my commuting or waiting time			
I periodically re-assess my activities in relation to my goals			
I have discounted any unbeneficial or unsuccessful activities or routines			
I limit my phone/screen time while doing homework			
I judge myself by accomplishment of tasks rather than by the amount of activity or "busy-ness"			
My actions are determined primarily by me, not my circumstances or by other people's priorities			
I have a clear idea of what I want to accomplish during the coming semester			
I am satisfied with the way I use my time			
Total Score			

**45-50 points: You have excellent time management skills & should use this guide as a reference**

**30-44 points: You manage your time fairly well but should use this guide to increase your skills**

**0-29 points: Your time management skills should be improved for college but do not panic!**

## Reflecting on your Score

**Look back on your completed self-assessment. Of the items on the assessment, select five items that you feel are important issues to you. What would you like to change for the better?**

**Based on the issues you listed above, what are a few ways that you could potentially embark on making these changes? What are some obstacles you might need to address in making these changes?**