Time Management Self-Assessment

**Check the items that apply to you at least 75% of the time.**

1. ____ Use a calendar.
2. ____ Create a “To Do” list.
3. ____ Have a clean and organized work space.
4. ____ Prioritize tasks.
5. ____ Perform and complete tasks according to their level of priority.
6. ____ Say “no” when I need to.
7. ____ Focus on one task at a time.
8. ____ Schedule down time and social activities.
9. ____ Check my e-mail only two-three times per day.
10. ____ Break large projects into smaller parts.
11. ____ Study in a distraction and interruption-free zone.
12. ____ Turn off my cell phone and close e-mail, Instagram, fb, Twitter, etc. when studying.
13. ____ Link daily activities to short and long term goals.
14. ____ Delete e-mail and voice mails regularly.
15. ____ Handle pieces of paper only once (i.e. addressing correspondence, junk mail, bills, etc. **immediately** rather than having it pile up).
16. ____ Throw away things that are no longer useful or relevant.
17. ____ Store belongings in a consistent and handy place.
18. ____ Create and use agendas for meetings and appointments.
19. ____ Overcome procrastination.
20. ____ Get enough sleep to be alert, efficient, and productive.
21. ____ Schedule complex tasks during peak performance times.
22. ____ Get things done on a comfortable timeline (i.e. without stress or anxiety)
23. ____ Get clarification on papers and projects before getting started.
24. ____ Eat a good breakfast and healthy lunch.
25. ____ Have a visible representation of your personal mission statement and long term goals.
26. ____ Consider delegating when possible and appropriate.
27. ____ Minimize web surfing without a purpose.
28. ____ Am able to find things when I need them.
29. ____ Let people know not to interrupt you when working on critical projects.
30. ____ Budget one hour a day for unanticipated tasks and interruptions.

**Scoring:**

Add the total number of items checked.

- **21-30** You have developed great time management skills
- **15-20** You are engaged in some good TM techniques but there may be room for more.
- **10-14** You are exhibiting the “just-enough-to-get-by” approach to TM.
- **9 or fewer** You may choose to get help in developing better time management skills.

**List three actions that you intend to work on in the next two weeks.**

1. 
2. 
3. 

Adapted from Mt. Auburn Hospital EAP, “It’s About Time...”