

## 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.