Time Management Questionnaire

Use the time circle you created earlier to help you complete this questionnaire to help you understand your current time management skills. Score the questions using the following scale: 2 for “always”, 1 for “sometimes”, or 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 tackle difficult/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 prioritise my list in order of importance, not urgency. |  |  |  |
|  | I can meet deadlines without rushing at the last minute. |  |  |  |
|  | I keep up to date with my reading and assignments. |  |  |  |
|  | I prevent interruptions from distracting me from high priority tasks. |  |  |  |
|  | I avoid spending too much time on trivial matters. |  |  |  |
|  | I plan time to relax and be with friends/family in my weekly schedule. |  |  |  |
|  | I have a weekly schedule on which I record fixed commitments such as classes and work hours. |  |  |  |
|  | I try to do the most important tasks during my most energetic periods of the day. |  |  |  |
|  | I periodically re-assess my activities in relation to my goals. |  |  |  |
|  | I use “do not disturb” features to control interruptions from emails and social media. |  |  |  |
|  | I judge myself by accomplishment of tasks rather than by amount of activity or “busy-ness”. |  |  |  |
|  | My actions are determined primarily by me, not by circumstances or by other people’s priorities. |  |  |  |
|  | I have a clear idea of what I want to accomplish during a particular period. |  |  |  |
|  | I am satisfied with the way I use my time. |  |  |  |
| Total score | |  |  |  |

# Scoring your time management skills

Tally up your score. Use the following categories to assess your current time management skills.

* **35–40 points:** You have excellent time management skills and should use this guide as a reference.
* **21–34 points:** You manage your time fairly well, but you should use this guide to increase your skills.
* **0–19 points:** Your time management skills could be improved. Don’t panic! The first year of your degree will give you lots of opportunities to enhance your time management skills. Completing this RISE intensive will also give you lots of strategies that you can try out as you start your degree.