

Time Management Assessment

	Never	Usually	Always
1. I arrive to class prepared.	1	2	3
2. I meet deadlines with time to spare.	1	2	3
3. I deal effectively with interruptions.	1	2	3
4. I feel prepared for tests.	1	2	3
5. I allow myself quiet time daily when I can work undisturbed.	1	2	3
6. I focus on preventing problems rather than dealing urgently with them.	1	2	3
7. I am on time for classes.	1	2	3
8. I spend enough quality time on assignments.	1	2	3
9. I check my student e-mail and Blackboard/Moodle daily.	1	2	3
10. I do most of my work during peak hours when I have the most energy.	1	2	3
11. I spend time on campus seeing instructors, studying, and doing research.	1	2	3
12. I ignore texts on my phone when I am committed to studying.	1	2	3
13. My study environment is clean and organized.	1	2	3
14. I get enough sleep each night.	1	2	3
15. I spend some time each day doing something I enjoy.	1	2	3

Score: 15-29 Improve your time management skills. Focus on your goals and control distractions.
 30-39 You are doing a good job managing your time. Set priorities and limit energy zappers.
 40-45 Terrific!! You should be satisfied with your daily/weekly accomplishments.