

Time Management Questionnaire

Self-Assessment

Answer "Yes" or "No" to the following questions:

1. _____ Have you estimated how many hours per week you need to study this semester?
2. _____ Do you tend to complete your assignments on time?
3. _____ Have you estimated how long it takes to read one chapter in each of your textbooks?
4. _____ Do you begin working on long-term assignments at the beginning of the semester?
5. _____ Do you make lists of things to do in your head, rather than on paper or an electronic device?
6. _____ Do you participate in social activities even when you know you should be studying?
7. _____ Do you schedule time to study for exams?
8. _____ Do you have a job that requires more than 20 hours a week?
9. _____ Do you know exactly what tasks you are going to do when you sit down to study?
10. _____ Do you do the assignments from your favorite class first?

_____ Total

Give yourself 1 point for each YES answer to all questions except 5,6,8, and 10.

Give yourself 1 point for each NO answer to questions 5, 6, 8, and 10.

A low score indicates a need for help with time management and a high score indicates use of effective time management techniques.