

# Time Management Questionnaire



Scoring: 2 = Always 1 = Sometimes 0 = Never

- I do the most important things first. \_\_\_\_\_
- I complete what needs to be done during the day. \_\_\_\_\_
- I always get work done on time. \_\_\_\_\_
- I feel I use my time effectively. \_\_\_\_\_
- I try to complete difficult or unpleasant tasks without delay. \_\_\_\_\_
- I force myself to make time for planning. \_\_\_\_\_
- I get up early in the morning during my vacation. \_\_\_\_\_
- I prepare a daily or weekly "to do" list. \_\_\_\_\_
- I make a list of tasks with the most important tasks at the top. \_\_\_\_\_
- I am able to meet deadlines without rushing at the last minute. \_\_\_\_\_
- I keep up-to-date on all my tasks. \_\_\_\_\_
- I avoid distractions. \_\_\_\_\_
- I avoid spending too much time on trivial matters. \_\_\_\_\_
- I spend enough time on my work or studies. \_\_\_\_\_
- I have a weekly schedule. \_\_\_\_\_
- I try to do the most important tasks during my most energetic periods of the day. \_\_\_\_\_
- I make good use of my down time. \_\_\_\_\_
- I often re-assess my activities in relation to my goals. \_\_\_\_\_
- I only look at social media and my emails after I've finished my tasks. \_\_\_\_\_
- I am satisfied with the way I use my time. \_\_\_\_\_

## Results

**35 to 40:** You have outstanding time management skills.

**29 to 34:** You have strong time management skills.

**20 to 28:** You are managing your time fairly well, but sometimes feel you need some help.

**15 to 19:** You are stressed because you are not managing your time well.

**Less than 15:** You don't have any time management skills.