

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.