

## Time Management Self-Assessment

**Check the items that apply to you at least 75% of the time.**

1.  Use a calendar.
2.  Create a "To Do" list.
3.  Have a clean and organized work space.
4.  Prioritize tasks.
5.  Perform and complete tasks according to their level of priority.
6.  Say "no" when I need to.
7.  Focus on one task at a time.
8.  Schedule down time and social activities.
9.  Check my e-mail only two-three times per day.
10.  Break large projects into smaller parts.
11.  Study in a distraction and interruption-free zone.
12.  Turn off my cell phone and close e-mail, Instagram, fb, Twitter, etc. when studying.
13.  Link daily activities to short and long term goals.
14.  Delete e-mail and voice mails regularly.
15.  Handle pieces of paper only once (i.e. addressing correspondence, junk mail, bills, etc. **immediately** rather than having it pile up).
16.  Throw away things that are no longer useful or relevant.
17.  Store belongings in a consistent and handy place.
18.  Create and use agendas for meetings and appointments.
19.  Overcome procrastination.
20.  Get enough sleep to be alert, efficient, and productive.
21.  Schedule complex tasks during peak performance times.
22.  Get things done on a comfortable timeline (i.e. without stress or anxiety)
23.  Get clarification on papers and projects before getting started.
24.  Eat a good breakfast and healthy lunch.
25.  Have a visible representation of your personal mission statement and long term goals.
26.  Consider delegating when possible and appropriate.
27.  Minimize web surfing without a purpose.
28.  Am able to find things when I need them.
29.  Let people know not to interrupt you when working on critical projects.
30.  Budget one hour a day for unanticipated tasks and interruptions.

**Scoring:**        **Add the total number of items checked.**

**21-30**        **Excellent-** You are an outstanding time manager!

**15-20**        **Fair-** You are engaged in some good TM techniques but there is some room for improvement.

**10-14**        **Poor-** You are exhibiting the "just-enough-to-get-by" approach to TM.

**9 or fewer**        **Uh-Oh!-** You need some help to develop better time management skills.

**List three actions that you intend to work on in the next two weeks.**

- 1.
- 2.
- 3.