

Time Management Assessment

In responding to the statements below, fill in each blank with the number from the rating scale that indicates the frequency with which you do each activity. Assess your behavior as it is, not as you would like it to be. The usefulness of this instrument depends on your ability to accurately assess your own behavior.

Rating Scale

- 0 Never
- 1 Seldom
- 2 Sometimes
- 3 Often
- 4 Always

- _____ 1. I read selectively, skimming the material until I find what is important, then highlighting it.
- _____ 2. I make a list of tasks to accomplish each day.
- _____ 3. I keep everything in its proper place at work.
- _____ 4. I prioritize the tasks I have to do according to their importance and urgency.
- _____ 5. I concentrate on only one important task at a time, but I do multiple trivial tasks at once (such as signing letters while talking on the phone).
- _____ 6. I make a list of short five- or ten-minute tasks to do.
- _____ 7. I divide large projects into smaller, separate stages.
- _____ 8. I identify which 20 percent of my tasks will produce 80 percent of the results.
- _____ 9. I do the most important tasks at my best time during the day.
- _____ 10. I have some time during each day when I can work uninterrupted.
- _____ 11. I do today what needs to be done. I don't procrastinate.
- _____ 12. I periodically evaluate the use of my time with devices such as a time log.
- _____ 13. I set deadlines for myself.
- _____ 14. I do something productive whenever I am waiting.
- _____ 15. I do redundant "busy work" at one set time during the day.
- _____ 16. I finish at least one thing every day.
- _____ 17. I schedule some time during the day for personal time alone (for planning, meditation, prayer, exercise).
- _____ 18. I allow myself to worry about things only at one particular time during the day, not all the time.

_____ 19. I have clearly defined long-term objectives toward which I am working.

_____ 20. I continually try to find little ways to use my time more efficiently.

Time Management Assessment Scoring Guide

Give yourself the following number of points for the boxes you checked:

Points	Frequency
0	Never
1	Seldom
2	Sometimes
3	Usually
4	Always

Total points: _____

A score of:

- 54 or higher —time management skills are good
- 46-53 —time management skills are average
- 36-45 —time management skills could use some work
- 35 or below —time management skills are poor