

### TIME MANAGEMENT QUIZ

Circle the number that best describes you after each statement.

		<u>Often</u>	<u>Sometimes</u>	<u>Seldom</u>
1.	The way I spend my time is a reflection of what is really important to me.	5	3	0
2.	There is not enough time in the day to complete my work, school, and other tasks.	5	3	0
3.	I could make better use of my time if my room wasn't so messy.	5	3	0
4.	I give myself rewards for completion of tasks.	5	3	0
5.	I have trouble saying no to people.	5	3	0
6.	I have a clear sense of my career direction.	5	3	0
7.	I have a tendency to take on too many projects and activities at once.	5	3	0
8.	I can never find the materials I need to begin studying.	5	3	0
9.	I break tasks down to make them more manageable.	5	3	0
10.	I am always doing things for other people instead of for myself.	5	3	0
11.	I have my life goals planned out.	5	3	0
12.	My employment leaves me little time to do my homework.	5	3	0
13.	My work environment is clean, organized, and conducive to studying.	5	3	0
14.	I can estimate correctly how much time projects and assignments will take.	5	3	0
15.	I am able to set clear boundaries with other people regarding the use of my time.	5	3	0

### SCORING

Put the point value next to the number for the questions. Reverse ® items. Add the columns for the totals.

<b>GOAL</b>	<b>LOAD</b>	<b>ENV</b>
1. _____	2 ® _____	3 ® _____
6. _____	7 ® _____	8 ® _____
11. _____	12 ® _____	13. _____
TOTAL _____	TOTAL _____	TOTAL _____

<b>BEH</b>	<b>REL</b>
4. _____	5 ® _____
9. _____	10 ® _____
14. _____	15. _____
TOTAL _____	TOTAL _____

13-15 – very good, 8-11 – needs some improvement, 6 & below – significant improvements needed

My 2 highest areas are \_\_\_\_\_  
 My 2 lowest areas are \_\_\_\_\_

GOAL refers to having done some career and long term goal planning.  
 LOAD refers to being busy. High scores mean overall load is manageable.  
 ENV refers to having an environment conducive to studying and learning.  
 BEH means you are skilled at using specific behaviors to assist with your time management.  
 REL means you are able to set boundaries with people who might want to take your time from you.