

LEARNING

DEVELOPMENT & SUCCESS

Time Management Self-Assessment

Are you a good time manager? Respond to the following inventory. Indicate **YES** if the statement applies more often than not. Choose **NO** if the statement does not apply most of the time.

	YES	NO
1. I make lists to help organize things that I have to do.	_____	_____
2. I often procrastinate when faced with tasks	_____	_____
3. I make good use of small blocks of time	_____	_____
4. I seldom prioritize among tasks	_____	_____
5. I use my time wisely.	_____	_____
6. I find it difficult to resist pressure from others for my time.	_____	_____
7. I plan how my goals will be reached.	_____	_____
8. I lack balance in my life.	_____	_____
9. I can motivate myself to complete even boring tasks.	_____	_____
10. I have trouble concentrating on a task.	_____	_____

Count the odd-numbered items you responded to with **YES**: _____

Count the even-numbered items you responded to with **NO**: _____

Add these together: _____

How did you do?

8 - 10

Congratulations! You have strong time management skills.

5 - 7

You have time management skills that you can build upon.

0 - 4

You can benefit from strengthening your time management skills.

Want to become a better time manager?

Learning Counsellors can help Western students learn and practice effective time management skills. For help setting goals, creating schedules, or monitoring progress, meet with one of the counsellors for an individual appointment.

Print [Fall](#), [Winter](#), and [Summer](#) term calendars and a [weekly planner](#) to help organize your time.