Time Management Questionnaire

Answer "YES" or "NO" to the following questions.

1. _____ Have you estimated how many hours you need to study this semester?

2. _____ Do you tend to complete your assignments on time?

3. _____ Have you estimated how long it takes to read one chapter in each of your textbooks?

4. _____ Do you begin working on long-term assignments at the beginning of the semester?

5. _____ Do you make lists of things to do in your head rather than on paper?

6. _____ Do you participate in social activities even when you know you should be studying?

7. _____ Do you schedule time to study for exams?

8. _____ Do you have a job that requires more than 20 hours a week?

9. _____ Do you know exactly what tasks you are going to do when you sit down to study?

10. _____ Do you attempt the assignments from your most difficult class first?

Give yourself one point for each YES answer to all questions except 5, 6, and 8, and one point for each NO answer to questions 5, 6, and 8. Total your points. A low score indicates a need for help with time management and a high score indicates use of effective time management techniques.

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