

Study Skills - Time Management Questionnaire

I prioritize things that need to be done	0	1	2
I usually finish what I set out to do in any day	0	1	2
In the past I have always got academic work done on time	0	1	2
I feel I make the best use of my time	0	1	2
I can tackle difficult or unpleasant tasks without using any delaying tactics and wasting time	0	1	2
I force myself to make time for planning	0	1	2
I am spending enough time planning	0	1	2
I prepare a daily or weekly list of tasks to be accomplished	0	1	2
I prioritize my list in order of importance, not urgency (importance is what you want to do, urgent is what you have to do)	0	1	2
I am able to meet deadline with time to spare	0	1	2
I can usually keep up-to-date with my reading and course assignments	0	1	2
I prevent interruptions from distracting me from high priority tasks	0	1	2
I avoid spending too much time on things that divert me from what I should be doing	0	1	2
I feel I spend enough time on course work	0	1	2
I have a weekly schedule on which I record fixed commitments, such as lectures and tutorials	0	1	2
I plan time for relaxation in my weekly schedule	0	1	2
I try to do the most important tasks during my peak energy periods of the day	0	1	2
I can make use of travel time to read course work	0	1	2
I regularly reassess my activities in relation to my goals	0	1	2
I have made a point of stopping activities that are wasting time	0	1	2
I judge myself on the completion of tasks, rather than on the amount of activity spent on them	0	1	2
I decide what needs to be done and am not controlled by events or what other people want me to do	0	1	2
I have a clear idea of what I want to accomplish during the current semester	0	1	2
I am satisfied with the way I use my time	0	1	2
I usually turn up on time for appointments and commitments	0	1	2

Your total score

Scoring the Time Management Questionnaire

47 – 50 points: You appear to be an excellent time manager. You may however, be interested to read further chapter on time management in the recommended texts to compare your own strategies with those suggested by the authors.

38 – 46 points: Generally you are a good time manager, but you may find the chapters on time management in the recommended texts of interest as they will help you to review how you currently plan your time.

30-37 points: You are managing your time fairly well, but sometimes you feel overwhelmed. It is suggested that you read the chapters on time management in the recommended texts, as there will be tips in them which you might find useful.

25 – 36 points: Your higher education course is likely to be stressful and less than satisfying unless you take steps to manage your time more effectively. It is therefore suggested that you read the chapters on time management in the recommended texts for tips on how to develop strategies to enable you to manage your time more effectively.

0 – 24 points: It is strongly suggested that you read the chapters on time management in the recommended texts for tips on how to develop strategies to enable you to manage your time more effectively. You may need to seek additional support from your tutor or learning support staff to help you to develop a personal time management action plan.

(Adapted from Moore et al, 2010)