

Activity: Evaluating time management

For each item, identify which one response is most true for you, indicating this with a tick (✓).

Characteristic	Yes, a lot	Yes, sometimes	No	I don't know
I recognise the following characteristics as true of me:				
Being late	☐	☐	☐	☐
Not knowing where I am supposed to be	☐	☐	☐	☐
Missing appointments	☐	☐	☐	☐
Rushing at the end of a task	☐	☐	☐	☐
Missing deadlines	☐	☐	☐	☐
Taking too long to complete a task	☐	☐	☐	☐
Running out of time	☐	☐	☐	☐
Not knowing how long it takes me to complete a task	☐	☐	☐	☐
Dashing around all day	☐	☐	☐	☐
Forgetting what I have to do	☐	☐	☐	☐

- If your response to all of the above was 'NO' you seem to have very good time management. Is it perfect, or are there areas where you could improve further?
- If your response to some items was: 'I don't know', then you would seem to lack awareness about your time management. Speak to people who know you well and find out what they think about your time management.
- If your response to any of the above was 'Yes', which of the following factors contribute to your time-management difficulties?