**Time Management Self-Assessment**

***Check the items that apply to you at least 75% of the time.***

1. \_\_\_\_Use a calendar.
2. \_\_\_\_Create a “To Do” list.
3. \_\_\_\_Have a clean and organized work space.
4. \_\_\_\_Prioritize tasks.
5. \_\_\_\_Perform and complete tasks according to their level of priority.
6. \_\_\_\_Say “no” when I need to.
7. \_\_\_\_Focus on one task at a time.
8. \_\_\_\_Schedule down time and social activities.
9. \_\_\_\_Check my e-mail only two-three times per day.
10. \_\_\_\_Break large projects into smaller parts.
11. \_\_\_\_Study in a distraction and interruption-free zone.
12. \_\_\_\_Turn off my cell phone and close e-mail, Instagram, fb, Twitter, etc. when studying.
13. \_\_\_\_Link daily activities to short and long term goals.
14. \_\_\_\_Delete e-mail and voice mails regularly.
15. \_\_\_\_Handle pieces of paper only once (i.e. addressing correspondence, junk mail, bills, etc. **immediately** rather than having it pile up).
16. \_\_\_\_Throw away things that are no longer useful or relevant.
17. \_\_\_\_Store belongings in a consistent and handy place.
18. \_\_\_\_Create and use agendas for meetings and appointments.
19. \_\_\_\_Overcome procrastination.
20. \_\_\_\_Get enough sleep to be alert, efficient, and productive.
21. \_\_\_\_Schedule complex tasks during peak performance times.
22. \_\_\_\_Get things done on a comfortable timeline (i.e. without stress or anxiety)
23. \_\_\_\_Get clarification on papers and projects before getting started.
24. \_\_\_\_Eat a good breakfast and healthy lunch.
25. \_\_\_\_Have a visible representation of your personal mission statement and long term goals.
26. \_\_\_\_Consider delegating when possible and appropriate.
27. \_\_\_\_Minimize web surfing without a purpose.
28. \_\_\_\_Am able to find things when I need them.
29. \_\_\_\_Let people know not to interrupt you when working on critical projects.
30. \_\_\_\_Budget one hour a day for unanticipated tasks and interruptions.

**Scoring:** ***Add the total number of items checked.***

**21-30 Excellent**- You are an outstanding time manager!

**15-20 Fair-** You are engaged in some good TM techniques but there is some room for improvement.

**10-14 Poor-** You are exhibiting the “just-enough-to-get-by” approach to TM.

**9 or fewer Uh-Oh!-** You need some help to develop better time management skills.

***List three actions that you intend to work on in the next two weeks.***

1.

2.

3.

Adapted from Mt. Auburn Hospital EAP, “It’s About Time…”