Time Management Inventory

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| --- | --- | --- | --- |
|  | **Yes** | **No** | **Sometimes** |
| **I find myself completing tasks at the last minute.** |[ ] [ ] [ ]
| **I am often stressed about deadlines and commitments.** |[ ] [ ] [ ]
| **Distractions often keep me from working on critical tasks.** |[ ] [ ] [ ]
| **I estimate how many hours I will need to study each week.** |[ ] [ ] [ ]
| **The tasks I work on during the day are the ones with highest priority.** |[ ] [ ] [ ]
| **I consistently meet assignment deadlines.** |[ ] [ ] [ ]
| **I set aside time for planning and scheduling.** |[ ] [ ] [ ]
| **I begin working on semester-long projects early in the semester.** |[ ] [ ] [ ]
| **I know how much time I am spending on the various tasks I do.** |[ ] [ ]   [ ]   |
| **I write a daily “to do” list.** |[ ] [ ] [ ]
| **I prioritize my “to do” list.** |[ ] [ ] [ ]
| **I am often stressed about deadlines and commitments.** |[ ] [ ] [ ]
| **I use goal setting to decide what tasks and activities I should work on.** |[ ] [ ] [ ]
| **I make sure social activities don’t interfere with my study/work time.** |[ ] [ ] [ ]
| **I leave contingency time in my schedule for the unexpected.** |[ ] [ ] [ ]
| **I know if the tasks I am working on are high, medium, or low value.** |[ ] [ ] [ ]
| **I set specific goals for each study period.** |[ ] [ ] [ ]
| **I begin my study time with my most difficult assignment.** |[ ] [ ] [ ]
| **I think about the future and setting long term goals.** |[ ] [ ]   [ ]   |
| **I procrastinate because I think I do better work under pressure.** |[ ] [ ] [ ]
| **I grab spare bits of time in order to chip away at relatively complex tasks.** |[ ] [ ] [ ]
| **I share my plans and goals with others to increase accountability.** |[ ] [ ]   [ ]   |
| **I find myself finishing tasks at the last minute or asking for extensions.** |[ ] [ ] [ ]
| **I set time aside every week for planning and scheduling.** |[ ] [ ] [ ]
| **Distractions often keep me from working on critical tasks.** |[ ] [ ]   [ ]   |
| **I complete most of my studying during my most productive hours each day.** |[ ] [ ] [ ]
| **I think of being a full-time student as I would a full-time job.** |[ ] [ ] [ ]