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.** |  |  |  |