

TIME MANAGEMENT QUESTIONNAIRE

Answer "YES" or "NO" to the following questions.

1. _____ Have you estimated how many hours you need to study this semester?
2. _____ Do you tend to complete your assignments on time?
3. _____ Have you estimated how long it takes to read one chapter in each of your textbooks?
4. _____ Do you begin working on long-term assignments at the beginning of the semester?
5. _____ Do you make lists of things to do in your head rather than on paper?
6. _____ Do you participate in social activities even when you know you should be studying?
7. _____ Do you schedule time to study for exams?
8. _____ Do you have a job that requires more than 20 hours a week?
9. _____ Do you know exactly what tasks you are going to do when you sit down to study?
10. _____ Do you do the assignments from your favorite class first?

Give yourself one point for each YES answer to all questions except 5, 6, 9 and 10, and one point for each NO answer to questions 5, 6, 8 and 10. Total your points. A low score indicates a need for help with time management and a high score indicates use of effective time management techniques.
