|  |
| --- |
| Time Management Self-AssessmentTake the following self-assessment by circling **R** for rarely, **S** for sometimes, and **O** for often.1. Do you prioritize your "To Do" list? **R**arely **S**ometimes **O**ften |
| 2. Do you complete tasks at the last minute? **R S O** |
| 3. Do you set aside time for planning and scheduling? **R S O** |
| 4. Do you know how much time you spend on tasks? **R S O** |
| 5. Do you use goal setting to decide what tasks and activities you should work on? **R S O** |
| 6. Do you leave extra time in your schedule for unexpected circumstances? **R S O** |
| 7. Do you know if the tasks you are working on are high, medium, or low value? **R S O**  |
| 8. Do you analyze new tasks for importance and prioritize them accordingly? **R S O** |
| 9. Are you stressed about deadlines and commitments? **R S O** |
| 10. Do distractions keep you from working on important tasks? **R S O** |
|  |
|  |
|  |
|  |

Scoring:

For questions 1, 3, 4, 5, 6, 7, and 8: 1 point for every R, 2 points for each S, and 3 points for an O.

For questions 2, 9, and 10: 3 points for each R, 2 points for an S, and 1 point for every O.

Score:

 24-30: Congratulations, you manage your time effectively! But even if you scored all 30 points, you can

still learn some great tips for strengthening your abilities and maximizing your efforts.

17-23: You are skilled in certain aspects of time management, but are not as strong in others.

There is always room for improvement, though, and this workshop will show you how.

10-16: Time management is not one of your strengths. However, the good news is that time

management is a skill that can be learned and improved upon. Making changes and

incorporating some of the tips covered in this workshop will be important to improving your effectiveness and success at work and home.

The AMMQC program is an Equal Opportunity program. Adaptive equipment is available upon request for individuals with disabilities. This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

This work is licensed under a Creative Commons Attribution 3.0 Unported License [[http://creativecommons.org/licenses/by/3.0](https://webmail.edc.org/owa/redir.aspx?C=PNCdeC3lN0qucRNHeDCTum6tb4ww79FIxtjv16wi1-AN_aP9kXsgDmrYs6eX5H4wQgRGEpNuzAk.&URL=http%3a%2f%2fcreativecommons.org%2flicenses%2fby%2f3.0)]