

How good are you at Time Management?

Read each statement carefully and mark yourself using the grid given on the right.

#	Statement	Strongly Disagree	Disagree	Agree	Strongly Agree
1	I always do my least favourite tasks first.	1	2	3	4
2	I often get distracted and leave a task before completion.	4	3	2	1
3	I always plan my day before starting out on my work.	1	2	3	4
4	I prioritise my tasks and do the most important ones first.	1	2	3	4
5	I often catch myself spending more time on social media and that sets me back in time.	4	3	2	1
6	I don't have enough time to complete all my work.	4	3	2	1
7	I try to fit in my smaller and more insignificant tasks during smaller time gaps between major tasks.	1	2	3	4
8	My problem is focus. I cannot stay focussed at one thing for long periods of time.	4	3	2	1
9	I know exactly how much time it will take to do a task before I start on it.	1	2	3	4
10	I find that I often overshoot deadlines and so I take work home or spend my weekends catching up.	4	3	2	1
11	Deadlines stress me out. I simply cannot work under pressure.	4	3	2	1
12	I have a "to-do" list, and I keep it up to date.	1	2	3	4
13	I use time management tools and systems either on my devices or as part of my daily paperwork.	1	2	3	4
14	I have a reputation of completing my work at the last minute, and I often ask for deadline extensions.	4	3	2	1
15	I schedule time for daily relaxation, exercise, and fun. I have plenty of family time.	1	2	3	4
Total =					

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#	Statement	Strongly Disagree	Disagree	Agree	Strongly Agree
16	I feel like all my work is always “urgent”. I just cannot relax!	4	3	2	1
17	I absolutely don’t have the time to see what needs to be done. I am always in a blind rush.	4	3	2	1
18	I never miss deadlines even though I need to renegotiate on some before I start my projects.	1	2	3	4
19	I see to it that my work space (on screen and off) is usually tidy and neat	1	2	3	4
20	I catch myself doing meaningless work. This leads to ineffectiveness	4	3	2	1
21	I often procrastinate tasks because I do not like doing some things.	4	3	2	1
22	My colleagues and family members respect me for keeping to my time commitments.	1	2	3	4
23	I know exactly what I need to do in my job. I am considered efficient by my colleagues and seniors.	1	2	3	4
24	I keep interruptions from friends and colleagues to a minimum when I am on a project.	1	2	3	4
25	I am always punctual and I am never seen being late for meetings or events.	1	2	3	4
	Total =				
	Prev. page total =				
	Final Total =				

Your Score:

80 and above – You have excellent time management skills.

60 - 79 – You are building good time management skills. Review your time assessment and see where you can improve.

59 and below – This might be the first time you are looking into time management as a tool to improve your work-life balance. No worries! We hope this module points you to some good tools and techniques you can use to improve yourself!