

Time Management Assignment

This assignment serves the following purposes. It allows you to:

- Reflect on your own time management skills, which are critical to success in this course.
- Practice using Blackboard's Assignment function, which will be used in this course.

Complete this activity before answering the questions:

- Complete/score the Time Management Assessment, included on the next page of this document.

Answer these questions. Type directly below each prompt and use the numbers provided.

1. Did you complete this time management assignment on time? *(If you are already late on this first assignment, then you need to work especially hard on your time management skills!)*

I have completed this assignment on time.

2. What was your time management score on the Time Management Personal Assessment?

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3. What do you think is your greatest strength, so far, related to time management? Explain.

My greatest strength is that once I start working on a task, I will not get up until I am finished, or until I am at a good place to stop so that I am not thinking back about it. I will finish what I have started so that I am giving my full potential to whatever I am working on.

4. What is your greatest challenge related to time management? Explain. You can consider this area an opportunity for growth.

My greatest challenge is that I will procrastinate on difficult assignments until the last minute. I will get the assignment done, however, I am rushing to finish the assignment at the end which means that I am rather finishing the assignment to get the credit rather than learning from it.

5. Which of the following will you work on improving this semester: goal setting, prioritization, managing interruptions, procrastination, and/or scheduling? Explain. Note: there are many resources through college websites (.edu) that can help you understand and practice these skills.

My goal for this semester is to not procrastinate on difficult assignments. No matter how hard the assignment is, I will put effort every day so that I am learning the material, as well as getting credit as well without having stress.

Save and upload your document. Follow instructions provided with this assignment's Blackboard link.

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Time Management Personal Assessment

Before learning time management tools, you should first assess your current aptitude. This can serve as an instrument to track the progress of your time management skills. The following questionnaire will give you an idea of your current time management efficiency. Copyright 2007 Wayne State University.

#	Items	Never	Some-times	Always
1	I do things in order of priority.	0	1	2
2	I accomplish what needs to be done during the day.	0	1	2
3	I always get assignments done on time.	0	1	2
4	I feel I use my time effectively.	0	1	2
5	I tackle difficult or unpleasant tasks without procrastinating.	0	1	2
6	I force myself to make time for planning.	0	1	2
7	I spend enough time planning.	0	1	2
8	I prepare a daily or weekly to-do list	0	1	2
9	I prioritize my list in order of importance, not urgency.	0	1	2

10	I am able to meet deadlines without rushing at the last minute.	0	1	2
11	I keep up-to-date on my reading and homework assignments.	0	1	2
12	I prevent interruptions from distracting me from high priority tasks.	0	1	2
13	I avoid spending too much time on trivial matters.	0	1	2
14	I spend enough time on academic matters.	0	1	2
15	I plan time to relax and be with the friends in my weekly schedule.	0	1	2
16	I have a weekly schedule on which I record fixed commitments such as classes and work hours.	0	1	2
17	I try to do my most important tasks during my most energetic periods of the day.	0	1	2
18	I made constructive use of my commuting time.	0	1	2
19	I periodically reassess my activities in relation to my goals.	0	1	2
20	I have discounted any wasteful or unprofitable activities/routines.	0	1	2
21	I screen and group my telephone calls to allow for control over telephone interruptions.	0	1	2
22	I judge myself by accomplishment of tasks rather than by amount of activity or “busy-ness”	0	1	2
23	My actions are determined primarily by me, not by circumstances or by other people’s priorities.	0	1	2
24	I have a clear idea of what I want to accomplish during the coming semester.	0	1	2
25	I am satisfied with the way I use my time.	0	1	2

Scoring the assessment

Tally the score and use the following rubric to assess your current time management skills.

45-50 points: You have excellent time management skills and should use this guide as a reference.

30-44 points: You manage your time fairly well, but should use this guide to increase your skill.

0-30 points: Your time management skills should be improved for college. Campus resources can help!