

Time Management Self-Assessment

	Often a Problem	Sometimes a Problem	Seldom a Problem
1. Goal not set	_____	_____	_____
2. Priorities unclear/changing	_____	_____	_____
3. No daily plan	_____	_____	_____
4. Tasks left unfinished	_____	_____	_____
5. No self-imposed deadlines	_____	_____	_____
6. Attempting too much	_____	_____	_____
7. Unrealistic time estimates	_____	_____	_____
8. Too many involvements	_____	_____	_____
9. Inability to say "No"	_____	_____	_____
10. Personal disorganization	_____	_____	_____
11. Lack of self-discipline	_____	_____	_____
12. Telephone interruptions	_____	_____	_____
13. Preoccupied	_____	_____	_____
14. Watching too much TV	_____	_____	_____
15. Too much socializing	_____	_____	_____
16. Failure to listen	_____	_____	_____
17. Not managing conflict	_____	_____	_____
18. Snap decisions	_____	_____	_____
19. Procrastination	_____	_____	_____
20. Indecision	_____	_____	_____
21. Perfectionism	_____	_____	_____
22. Interruptions by roommates/family	_____	_____	_____