

Time Management Inventory

	Yes	No	Sometimes
I find myself completing tasks at the last minute.			
I am often stressed about deadlines and commitments.			
Distractions often keep me from working on critical tasks.			
I estimate how many hours I will need to study each week.			
The tasks I work on during the day are the ones with highest priority.			
I consistently meet assignment deadlines.			
I set aside time for planning and scheduling.			
I begin working on semester-long projects early in the semester.			
I know how much time I am spending on the various tasks I do.			
I write a daily “to do” list.			
I prioritize my “to do” list.			
I am often stressed about deadlines and commitments.			
I use goal setting to decide what tasks and activities I should work on.			
I make sure social activities don’t interfere with my study/work time.			
I leave contingency time in my schedule for the unexpected.			
I know if the tasks I am working on are high, medium, or low value.			
I set specific goals for each study period.			
I begin my study time with my most difficult assignment.			
I think about the future and setting long term goals.			
I procrastinate because I think I do better work under pressure.			
I grab spare bits of time in order to chip away at relatively complex tasks.			
I share my plans and goals with others to increase accountability.			
I find myself finishing tasks at the last minute or asking for extensions.			
I set time aside every week for planning and scheduling.			
Distractions often keep me from working on critical tasks.			
I complete most of my studying during my most productive hours each day.			
I think of being a full-time student as I would a full-time job.			