

Time Management Inventory

Name: _____

	Rarely	Sometimes	Often
I use a planner and a calendar.			
I write and prioritize a daily "to-do" list.			
I feel that I start assignments with enough time before the deadline.			
I space out studying for tests over many days.			
I set short-term goals for myself.			
I set long-term goals for myself.			
I track when my assignments are due and when I have exams.			
I break large assignments into smaller "chunks" and work on it over time.			
I set aside a weekly planning time to get organized.			
I schedule time for each of my tasks.			
I use my goals to help with prioritizing my assignments and other responsibilities.			
I set specific and time-bound goals for myself when studying.			
I make time to preview the material before class.			
I make time to review the material after class.			
I budget time for non-school activities that are important to me, such as spending time with friends or going to the gym.			
I budget time for unexpected events or tasks.			
I struggle to pivot/make time when something unexpected comes up.			
I spend more time planning and organizing than doing the work.			
I find myself losing out on sleep because I need to complete work.			
I struggle to stay focused when working.			
I struggle to start unless I enjoy the work (otherwise I tend to put it off).			
I find myself cramming for tests.			
I tend to be stressed about deadlines and feel behind on my work.			
I miss assignment due dates or frequently ask for extensions.			
I find myself missing classes or appointments.			
I try to multi-task or find myself moving from task to task without making progress.			
I find it difficult to avoid distractions.			
I find it difficult to balance school, work, and personal responsibilities.			
I wait until the last minute to complete tasks. Pressure is one of my biggest motivators.			
I wait until a crisis to address a situation. I find myself being more reactive than proactive.			



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Reflect

What are my strengths with time management and organization? How can I build on these to achieve my goals?

What are my weaknesses? What skills and strategies don't I have yet? How can I improve in these areas?

Which 3-5 items from the inventory are most important for me to work on this term? Why?

Plan

What do I need to accomplish this term? What is my motivation? What are my priorities?

How can an effective time management and organization system set the foundation for success in these areas?

How can I create a SMART goal to help me accomplish this? What tools and resources can I use?

Make Progress

What are the next steps that I can take to achieve my goals? What strategies can I implement?