



# Time management questionnaire

## Score yourself on the following questions:

2 for “always”, 1 for “sometimes”, 0 for “never”, and total your score at the end of the questionnaire.

Be honest!

- I do things in order of priority, not preference.
- I accomplish what needs to be done during the day.
- I start thinking about tasks and assignments long before the deadlines.
- I seldom over-commit myself.
- I tackle difficult or unpleasant tasks without wasting time.
- I build additional contingency time into my schedule to cope with the unexpected.
- I am happy to share tasks or delegate when possible.
- I prepare a daily or weekly ‘will do’ list.
- I prioritise my list in order of importance, not urgency (importance is what you want to do; urgent is what you have to do.)
- I am able to meet deadlines without rushing at the last minute.
- I can estimate accurately how long a task will take me.
- I prevent interruptions from distracting me from high priority tasks.

- I rarely have to deal with last minute, avoidable crises.
- I distribute my available time across all the tasks I need to address.
- I plan time to relax and to be with friends and family in my weekly schedule.
- I have a weekly schedule on which I record fixed commitments.
- I try to do the most important tasks during my most energetic periods of the day.
- When travelling or waiting (e.g. for an appointment) I make use of this time to study.
- I regularly reassess my activities in relation to my goals.
- I have discontinued any wasteful or unprofitable activities or routines.
- I judge myself by accomplishment of tasks rather than by amount of activity or “busy-ness”.
- I decide what needs to be done and am not controlled by events or what other people want me to do.
- I have a clear idea of what I want to accomplish in my work, home life and studies during the coming semester.
- I rarely waste time hunting for lost belongings or information.
- I usually turn up on time for commitments.

**Your Total Score**

## Your Score

**47 to 50 points:** Congratulations! You are an excellent manager of your own time. As you undertake this additional commitment, there may be further techniques to help you refine your skills.

For example:

- ✓ Watch the Academic Skills '[Time management](#)' video.
- ✓ Use the calendar on your phone and set alerts for your important dates

**38 to 46 points:** Generally you are a good time manager, but as you undertake this additional commitment, there may be further techniques in the resources above to help you develop your skills.

**30 to 37 points:** You are managing your time fairly well, but sometimes feel overwhelmed. We suggest that you follow the advice from the resources listed below and implement any relevant ideas to improve your time management.

- ✓ CSU First Degree's video on [How important is time management?](#)
- ✓ Charles Sturt's [8 tips for busy parents studying at university](#).
- ✓ The [art of time management](#) when you're juggling study, a job and a life.
- ✓ [How to find your balance](#): making study at CSU work in your life.
- ✓ The 'Charlie' team of CSU students have explained [the science of procrastination](#).

**25 to 36 points:** Your course is likely to be stressful and less than satisfying unless you take steps to begin to manage your time more effectively. We suggest that you follow the advice from the resources listed above and implement any relevant ideas to improve your time management. You may also wish to find further help by booking an appointment with an Academic Skills Adviser.

**Less than 25 points:** Your life is out of control! We suggest that you follow the advice from the resources listed above and implement any relevant ideas to improve your time management. You may also wish to find further help by [booking an appointment](#) with an Academic Skills Adviser.

## References

Bradford University School of Management Effective Learning Service. (n.d.). *Time Management*.

<https://bradford.instructure.com/courses/3470/files/218880/preview>

## Reach out for help

The Charles Sturt Academic Skills team is here to help you develop your learning skills. You can also:

- ask a question on our [Ask an Academic Skills Adviser forum](#),
- join one of our [Academic Skills workshops](#), or
- access further information about all of our available learning support services and resources, at [csu.edu.au/academicskills](https://csu.edu.au/academicskills).

You can also find us in the [Learning Skills](#) section of the Student Portal and on the [Academic Skills site](#) in Brightspace.