

**Office of Student Counseling Mentoring and Conduct
Student Mentoring Unit**

Assess Your Time Management Ability

Score yourself as follows:

1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always

1. I do important tasks that matter to me first and then find time for others.

- Never - Rarely - Sometimes - Often -Always

2. I have enough time to do the important things that matter to me in addition to fulfilling my daily demands and responsibilities.

- Never - Rarely - Sometimes - Often -Always

3. I avoid taking on more tasks than I am capable of completing.

- Never - Rarely - Sometimes - Often -Always

4. I am capable of keeping up with my studies.

- Never - Rarely - Sometimes - Often -Always

5. I usually plan to study a week before the scheduled exam date.

- Never - Rarely - Sometimes - Often -Always

6. I usually submit my papers and assignments by the deadline.

- Never - Rarely - Sometimes - Often -Always

7. I avoid spending too many hours surfing the net, talking on the phone, going out, chatting on MSN...etc.

- Never - Rarely - Sometimes - Often -Always

8. I am capable of balancing my time to include studies and social activities.

- Never - Rarely - Sometimes - Often -Always

Score Interpretation

36 or above = strong skills

31 – 35 = appear to be adequate

34 – 30 = would benefit from improvement

25 or less = need to improve in order to face difficulties