

Time Management Questionnaire

This questionnaire is designed to assist you in looking closely at your time management attitudes and choices and identify specific areas you might want to concentrate on.

Select one choice for each question that best describes how you feel or act.

1. Do you consider school or your job to be fun?

Always
Sometimes
Rarely
Never

2. Can you find periods of uninterrupted time when needed?

Always
Sometimes
Rarely
Never

3. Do you exercise?

Always
Sometimes
Rarely
Never

4. Do you feel guilty when you goof off?

Always
Sometimes
Rarely
Never

5. Do you feel a sense of accomplishment from your work?

Always
Sometimes
Rarely
Never

6. Do you feel guilty about your performance at school/work?	Always
	Sometimes
	Rarely
	Never

7. Do you work longer hours than your peers/colleagues?	Always
	Sometimes
	Rarely
	Never

8. Do you spend time the way you really want to?	Always
	Sometimes
	Rarely
	Never

9. Do you go on/take vacations or long weekends as often as you would like?	Always
	Sometimes
	Rarely
	Never

10. Do you feel you must be busy doing something productive?	Always
	Sometimes
	Rarely
	Never

11. Do you feel in control about the way you use your time?	Always
	Sometimes
	Rarely
	Never

12. Do you put off doing the difficult, boring or unpleasant parts of your classes/job?	Always
	Sometimes
	Rarely
	Never

13. Do you feel pressured and obligated to do things you really don't want to do?

Always
Sometimes
Rarely
Never

14. Do you take work home from school/ job in the evenings and on weekends and continue working?

Always
Sometimes
Rarely
Never

15. Do you feel stress because of too much work?

Always
Sometimes
Rarely
Never

PICK 3-5 QUESTIONS YOU FEEL NEED ADJUSTMENT AND COMPLETE THE TIME MANAGEMENT MATRIX