

## Time Management Quiz

- Do you ever feel that you can't control your life?
- Do you find yourself doing course work at the last minute?
- At this very moment, do you know what your priorities are?
- Do you ever struggle to begin unpleasant tasks?
- Is your workspace neat and tidy?
- Do you have a to-do list for today?
- Do you often find yourself daydreaming when you should be working?
- Do you feel that your friends are better organized than you are?
- Do you tend to hand in course work and papers late?
- Are you easily distracted?
- Do you put off things that require big blocks of time?
- Do you have a to-do list for this week?
- Do you know what time of day you work best?
- Do you check your e-mail more than four times a day?
- Do you often feel overwhelmed by work?
- Do you know how long it takes for you to write a 20-page paper for a course?
- Do you ever attend class unprepared or wishing that you had done the reading?
- Do you find yourself surfing the web when you should be working?
- Do you have a wall chart showing the important deadlines for the semester and year?
- Do you prioritize your tasks and activities?
- Do you set aside time for relaxation and socializing?
- Do you put off things that are unpleasant?
- Are you usually in a panic to complete assignments?
- Do you often lose important papers or forget to complete important tasks?
- Do you feel in control of your life?
- Have you ever gone on a cleaning frenzy instead of working?
- Do friends often just drop by, interrupting your work?
- Do you write down what you need to get done?
- Do you know any useful time management techniques that you aren't using right now?

Count your checkmarks. The closer your score is to 30, the more help you need in managing your time!