



HOW WELL DO YOU PLAN?

Time Management Quiz

Directions: For each question, circle the number that best describes you. Then, score yourself. Add the numbers that correspond to your answers. See reverse side for scoring and interpretation.

	Never	Seldom	Sometimes	Often	Always
How often do you plan in an effort to keep life from running out of control?	1	2	3	4	5
Do you put daily plans on paper?	1	2	3	4	5
Do you allow flexibility in your plans?	1	2	3	4	5
How often do you accomplish all you plan for a given day?	1	2	3	4	5
How often do you plan time for what matters most to you?	1	2	3	4	5
How often is your daily plan destroyed by urgent interruptions?	5	4	3	2	1



TOTAL SCORE: _____

INTERPRETATION:

6-10: Poor Planner

You should consider using new tools and processes to help you plan effectively. Meet with an advisor in the Academic Skills Center.

11-15: Below average planner

You may already have a planning system, but using it more effectively will help get more done each day.

16-20: Average planner

Your planning system is working, but you can enhance it. Get help focusing on priorities or writing your daily plan.

21-25: Above-average planner

Your planning system is working well. Keep up the good work, with periodic reviews to be sure you're planning around what matters most.

26-30: Excellent planner

You have mastered planning. But make sure you're in control of your planning rather than letting it control you.

Five Steps to Successful Time Management

1. SET SPECIFIC ACADEMIC AND PERSONAL GOALS.
2. CREATE A TERM CALENDAR, RECORDING MAJOR EVENTS.
3. CREATE A WEEKLY SCHEDULE OF YOUR CLASSES, MEETINGS, ETC.
4. DECIDE ON SPECIFIC TIMES TO WORK ON EACH TASK.
5. MAKE A TO-DO LIST FOR EACH DAY THE NIGHT BEFORE OR DURING BREAKFAST.