TIME MANAGEMENT SELF-ASSESSMENT

PURE
PROGRAM FOR UNDERGRADUATE
RESILIENCE IN ENGINEERING
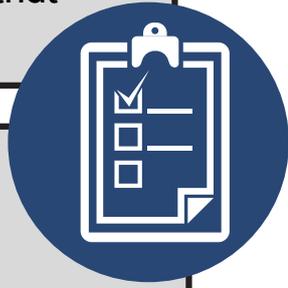
Time management can be defined as clusters of **behavioral skills** that are important in the **organization** of study and course load.

## HOW IS YOUR TIME MANAGEMENT?

Respond to each statement by indicating: **Not at All, Sometimes,** or **Often**

1. I take time to prioritize my tasks _____
2. I set aside time for planning and scheduling _____
3. I know how much time I spend on each of the various task I do _____
4. I schedule some time during the day for personal time (e.g., leisure activities, meditation, prayer, exercise) _____
5. I leave time in my schedule to deal with "the unexpected" _____
6. I have clearly defined long-term objectives toward which I am working ____
7. I am able to complete tasks ahead of time _____
8. I do the most important tasks at my best time to focus during the day _____

Scoring: Not at all = 0 ; Sometimes = 1 ; Often = 2   **Add up your total score**

The higher the score, the better your time management is. Want to improve your score? Take a look at the resources provided below!
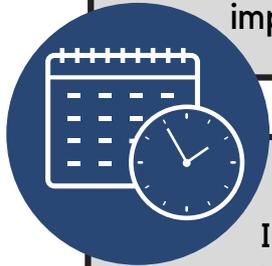
BENEFITS OF TIME MANAGEMENT

Implementing time management techniques can have the following benefits[1,2,5]:

⬇ **Academic stress**
Tendency to procrastinate

&

⬆ **Academic performance**
Quality of sleep

With heavy course schedules, assignments, labs and exams, time management is key to success in engineering. **So what can be done? Well, the good news is lots!**

Check out the following infographics to learn more about time management:

Improve Your Time Management

Study Skills & Procrastination

Remember: If you're never getting through your to-do list, you might end up feeling like you're always failing & this can be really **discouraging**.

→ You might want to reconsider how much you are taking on to ensure it doesn't affect **your mental health!**

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**DEVELOPMENT
AND
INTRAPERSONAL
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