

Time Management Inventory

Please rate yourself on the following statements according to what you usually do.

	1-Never	2-Almost Never	3- Sometimes	4-Almost Always	5-Always
I consider budgeting my time an important factor in my studying					
I try to schedule my time at least one day ahead					
I try to budget my time so that I do not spend too much time on some subjects and not enough on others					
I schedule my time so that unforeseen emergencies or events requiring time will not cause me difficulty					
I avoid over doing activities that conflict with my studies (i.e. TV, Video games, etc.)					
I plan for extracurricular activities as well as for study activities					
I know how to handle interruptions such as noise, telephone calls, residents needing help, etc.					
My schedule allows for proper balance of sleep, recreation, social life, school, and work					
I plan enough study/practice time to meet the demands of class					
I include some time for studying each day					
I also include some time for studying in my weekend schedule					

I write down my schedule, refer to it often, and actually try to go by it					
I find that it is easy for me to decide on priorities and work accordingly					
I find that it is easy to get started with my studying when it's time					
I do assignments on time so things don't pile up					
My studying is on a regular day-to-day basis, not just before an exam					
I use time between classes to study					
I review my study and class notes and find that I do not need to cram before an exam					
When studying, I take time to put information into my own words					
I like to study as early as possible in the day so that I am still fresh and able to concentrate					
My study schedule allows enough study time that I feel I <u>really</u> know my material at exam time					
					Total:

Add up your answers to get a total score. Scores can range from 21 to 105. If your score is below and 84, you need to improve on your time management skills.

Florey, H.E. Study Orientation Skills.