

Self-Evaluation Format

Time Management Evaluation		
Read and evaluate each statement and then place a rating in right column. Ratings: 1=Always, 2=Often, 3=Sometimes, 4=Occasionally, 5=Never		
#	Statement	Rating
1.	I keep a written list of tasks I need to do.	
2.	I assign priorities to items on my task list.	
3.	I write down my appointments.	
4.	I make sure I have prepared all necessary items in advance of my appointments.	
5.	I make sure I leave in plenty of time for my appointments.	
6.	I use a time management tool with space to write tasks and schedule my appointments	
7.	I consider my priorities when scheduling my time.	
8.	I consider commitments I have made to others when scheduling time.	
9.	I know how to control things that interfere with my time plan.	
10.	I consider alternatives for getting tasks and commitments accomplished.	
Average Score (Response Total divided by 10)		
<p>An average score of 3 or greater may indicate a need to learn more about time management. A score of 2 or less indicates on the right track. However, a response of 2 or greater shows need to evaluate how to improve those statements.</p>		

- NOTE: It is permissible to copy this form for individual personal use as time management practice. *
T.A.P.P. Steps in Time Management