

Time Management: Self-Assessment

Chapman Learning Commons



What does your current time management look like? Take this quiz and find out...

This self-assessment tool is intended to help you to become more familiar with your own time management habits. It will offer suggestions and tools to assist you in reaching your time management goals. Remember there is no one correct way to manage your time and you are the expert. Follow the advice and methods that work best for you. For a list of different resources you can access to learn more about time management, please see below.

Awareness Questions

Question 1: After completing a task, I usually realize:

1. I spent more time than expected.
 - You likely have a good attention to detail! However, in the future, try to track how much time you actually spend on tasks, and make sure to schedule more time for completing similar tasks.
 - For tips on increasing your capacity to focus, access our [How to Focus Workshop Handout](#).
2. I spent less time than expected.
 - You are likely an efficient student! However, remember that being efficient is only half the story. Being effective – that is, making sure you are doing things fast and well, is important. An important part of creating effective academic work, for students to professors, is citing your sources.
 - Review our resource guide [Understand Academic Integrity](#) to understand the importance of making sure you are avoiding plagiarism.
3. I spent as much time as I initially thought I would.
 - Your time management awareness is likely very high! This is an important skill to use as you improve your time management. Maybe you have time for more commitments?
 - Review our blog post on [The Pros, the Cons, and the How-To's of Work School Balance](#).

Question 2: The following best describes me:

1. I know what time of day I am the most effective.
 - Knowing when you are the most effective is a good skill to have as you improve your time management! Try to do your most important work during the hours when you are the most effective.
 - Want to bust some other myths about learning? Learn more in our dedicated resource, [Myths about Learning](#).
2. I am equally effective during all hours of the day.
 - Your capacity to work is commendable! Make sure you give yourself time to rest during the day.
 - Learn about the potential benefits of procrastination by accessing our blog post, [Belonging to Tomorrow: Can Procrastination Be a Good Thing?](#)



3. I find it difficult to stay focused during most times of the day.
 - You are not alone. Try to access tools and resources to help you stay focused.
 - Learn more about this by accessing our blog post, [Cultivating the Ability to Focus](#).

Habit Questions

Question 3: When I set goals for myself, they usually are:

1. Specific, manageable, achievable, realistic, and time-bound.
 - Maybe you have heard of SMART goals? It is a common way to clarify your goals. Try writing them down using the [SMART Goals & Action Plan](#) handout by UBC Science.
2. Large, long-term goals.
 - Perhaps you are a visionary! Setting large, long-term goals can be very helpful, but if you feel overwhelmed, try to break them down into smaller, short-term goals to make them more manageable and achievable.
 - Use our [Managing Your Time Toolkit](#) to learn about the different types of goals.
3. Small, short-term goals.
 - Smaller, short term goals can feel a lot more manageable than larger ones. For a longer temporal perspective, you compliment them with larger, long-term goals.
 - Learn about different types of goals by accessing our [Managing Your Time Toolkit](#).

Question 4: When I keep track of my assignments, deadlines, and commitments, I:

1. Write them down in several apps, notebooks, or calendars.
 - You are likely good at keeping track of your different commitments! You may benefit from experimenting with different apps or notebooks, but sticking to one method that works for you.
 - Read our blog post, [Why Keeping a To-Do List is a Good Idea](#) to learn more about some of the benefits about keeping a to-do list.
2. Consistently write them down in *one* app, notebook, or calendar.
 - Keeping track of your deadlines, assignments, and commitments in one place is an effective time management strategy.
 - Learn more about creating an effective schedule and other time management tips with Simon Fraser University's [Resources on Effective Time Management at University](#).
3. I do not write down my assignments, deadlines, or commitments
 - You are likely very good at remembering commitments! You can try to keep track of all your upcoming assignments in one consistent place.
 - Read our blog post, [Why Keeping a To-Do List is a Good Idea](#) to learn more about some of the benefits about keeping a to-do list.

Question 5: If I realize I will not be able to meet a deadline for an assignment, I usually:

1. Panic! I put all my other responsibilities aside and focus on getting the assignment done by the due date.
 - Many professors are understanding if extenuating circumstances arise. Read the course policies in your syllabus to see if you can reach out to request an extension.
 - You may also benefit from our toolkit, [Interacting with Profs](#).



2. Try to be flexible. I try to problem-solve to see if I can make changes to my schedule to accommodate.
 - Being flexible is an important aspect of time management. It can help to set personal due dates, while knowing that sometimes you will need to be flexible.
 - Read our blog post, [How Using a Day Planner Made Me a Better Student](#), to learn about some of the ways you can keep track of the changes you make to your schedule!
3. Do not stress about it too much. I try to get it done before the deadline.
 - Being calm when facing stressful situations is a good skill to have! If the assignment is an important and urgent one, you can also consider if you can prioritize it over other commitments you have.
 - Learn a technique to help you prioritize different tasks by accessing the University of Hull's Introduction to University Study: Priority Matrices resource.

Question 6: If someone asks me to do a task I do not have the time for, I usually:

1. Say yes! I like to be of help whenever I can.
 - Being flexible and accommodating can be good traits in many situations.
 - If you are looking for polite ways to set clear boundaries for yourself, take a look at our [Communicating Your Needs Toolkit!](#)
2. Politely decline. I try not to overcommit.
 - Being flexible and accommodating can be good traits in many situations.
 - If you are looking for polite ways to set clear boundaries for yourself, take a look at our [Communicating Your Needs Toolkit!](#)
3. Sometimes I say yes, even though I do not have the time and am unable to complete the task.
 - Before making a commitment, ensure you have enough time by reviewing your other commitments, and realistically assess whether you have enough time. Remember that it is okay to politely say no.
 - Learn more about how to do this by taking a look at our [Communicating Your Needs Toolkit!](#)

Tool and Technique Questions

Question 7: When I do my work, I prefer to:

1. Work sporadically whenever I have the energy.
 - If you have found a technique that works for you, you should stick to it!
 - But if you are curious about ways to structure your time better, read our blog post [The Pomodoro Technique: Study More Efficiently, Take More Breaks](#).
2. Schedule blocks of time dedicated to work.
 - Being structured is a good time management technique! Remember to give yourself time to take breaks throughout the day. Want to gain even more structure?
 - Use [Assignment Calculators](#) to break down assignments into small, manageable steps.
3. Spend hours doing work but not actually getting anything done.
 - You are not the only one! Perhaps your phone is a source of distraction?
 - Learn more about this by accessing our blog post, [Cultivating the Ability to Focus](#).



Question 8: My 'time thieves' are usually:

1. Non-existent. I do not let distractions get in my way.
 - Your self-discipline is excellent! Perhaps you want to get engaged in more things during your time at university?
 - Learn more about this by reading our blog post, [How to Get the Most Out of Your University Experience \(Part 1\)](#).
2. Social media and my phone.
 - Social media and phones are some of the most common time thieves for university students. Try using apps that block off specific websites or apps on your phone if you exceed a specified time limit.
 - Learn more about strategies to counter social media distractions by reading Cal Newport's [Deep work: Rules for Focused Success in a Distracted World](#), available at the UBC Library.
3. Things that are beyond my control.
 - You are not alone in facing challenges that are beyond your control while in university.
 - For a comprehensive list of health and wellbeing resources offered by UBC, visit the [Student Services website's Health and Wellbeing page](#).

Question 9: I use apps and technology to help me manage my time.

1. Yes.
 - It is good you have found apps and technologies that work well for you. Remember to take breaks from your screen as well.
 - Read our blog post, [The Pomodoro Technique: Study More Efficiently, Take More Breaks](#), to learn more about an effective time management strategy that allows you to integrate breaks into your study sessions.
2. No.
 - There is nothing wrong with not using apps and technologies to help you manage your time. In fact, it may be a good thing you are not too reliant on them. However, if you are curious about apps that can help you study more efficiently, read our blog post, [Apps That Will Help You Study More Efficiently](#).

Thanks for taking the assessment!

