

## Time Management Quiz

Do you often:	YES	NO
Feel there's just not enough time in a day?	___	___
Go to study for a test or work on a project and discover it's going to take twice as long as you thought?	___	___
Feel like you rush from one thing to another yet never accomplish a thing?	___	___
Over-extend yourself socially and/or volunteer-wise	___	___
End up "cramming" the night before a test?	___	___
Know there's a million things you have to do but can't seem to get any of them done during the day?	___	___
Feel constantly time-pressured?	___	___
Set goals and then never achieve them?	___	___
Put off difficult or disliked assignments until the last minute?	___	___
Spend a lot of time doing things you don't enjoy?	___	___

**To see if you're in control of your time or if it's in control of you, total the number of "yes's" and compare the following:**

- 0 - Great! You're highly organized, know your limits, and plan your time accordingly, Well Done!
- 1-3- You manage your time pretty well now but may be slipping up in some areas. You usually stick to a schedule but sometimes over-extend yourself. You need to polish your scheduling time
- 4-6- Watch Out! Your time is slipping away from you! Your time management schedule is sporadic, and before you know it, things are piling up so fast you can't keep track of them. You definitely need to organize time more carefully.
- 7-10- Uh-Oh!! You're the typical "where did all the time go?!" candidate. It's "time" for you to learn some time management skills and get in control of your life. Don't wait until it's too late.

**Taken From Baylor University's Community for Adolescent Development**