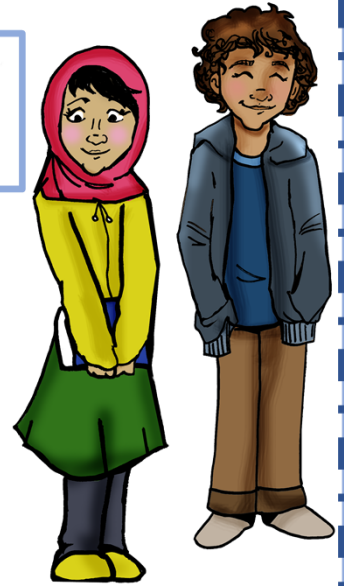


Time Management: Rating Scale

Time Management is the ability to use time wisely to accomplish tasks and goals. Time management is sticking to time limits and adhering to deadlines.



- 1.) Rate yourself on each of the time management skills listed.
- 2.) Circle the ones you feel you could improve upon.

Write a goal about how you could improve your ability to improve time management skills, be specific and indicate the strategies you could use in the box to the left.

- ① Agree ② Somewhat Agree ③ Disagree

_____ I am able to focus and prioritize on what is important

_____ I always finish what I start

_____ I respond promptly with requests

_____ I start tasks/chores promptly

_____ I don't waste time and use time to my advantage

_____ I allocate time according to need and meet deadlines

_____ I can estimate time needed to do typical tasks and chores

_____ I am able to adjust time allocations as necessary – slow down or speed up