

# Time Management Questionnaire

This questionnaire is designed to assist you in looking closely at your time management attitudes and choices and identify specific areas you might want to concentrate on.

Select one choice for each question that best describes how you feel or act.

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1. Do you consider school or your job to be fun?

- Always
- Sometimes
- Rarely
- Never

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2. Can you find periods of uninterrupted time when needed?

- Always
- Sometimes
- Rarely
- Never

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3. Do you exercise?

- Always
- Sometimes
- Rarely
- Never

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4. Do you feel guilty when you goof off?

- Always
- Sometimes
- Rarely
- Never

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5. Do you feel a sense of accomplishment from your work?

- Always
  - Sometimes
  - Rarely
  - Never
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6. Do you feel guilty about your performance at school/work?

Always  
Sometimes  
Rarely  
Never

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7. Do you work longer hours than your peers/colleagues?

Always  
Sometimes  
Rarely  
Never

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8. Do you spend time the way you really want to?

Always  
Sometimes  
Rarely  
Never

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9. Do you go on/take vacations or long weekends as often as you would like?

Always  
Sometimes  
Rarely  
Never

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10. Do you feel you must be busy doing something productive?

Always  
Sometimes  
Rarely  
Never

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11. Do you feel in control about the way you use your time?

Always  
Sometimes  
Rarely  
Never

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12. Do you put off doing the difficult, boring or unpleasant parts of your classes/job?

Always  
Sometimes  
Rarely  
Never

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**13. Do you feel pressured and obligated to do things you really don't want to do?**

- Always**
- Sometimes**
- Rarely**
- Never**

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**14. Do you take work home from school/ job in the evenings and on weekends and continue working?**

- Always**
- Sometimes**
- Rarely**
- Never**

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**15. Do you feel stress because of too much work?**

- Always**
  - Sometimes**
  - Rarely**
  - Never**
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**PICK 3-5 QUESTIONS YOU FEEL NEED ADJUSTMENT AND COMPLETE THE TIME MANAGEMENT MATRIX**