



Time Management Inventory

Do you find yourself spending too much time on distractions and not enough time on class work?

Do you ever stay up too late to cram before an exam or a due date? Do you find yourself stressed and struggling with managing your time, getting assignments done, and living a balanced life?

When you are taking remote classes, do you find that your assignments tend to pile up right before a deadline? If so, you are one of many college students who struggle with time.

Fortunately, the Learning Center has many resources on time management to help you create a schedule, build healthy habits, get work done, and live a balanced life.

This resource will help you evaluate your time management habits and patterns. Please be as honest as possible when filling it out, as its purpose is for you to identify areas for growth. Once you have completed this inventory, you will have a better idea of your time management weaknesses and barriers and can then create an effective time management plan.

Time management inventory

	Yes	No	Sometimes
I find myself completing tasks at the last minute.			
I am often stressed about deadlines and commitments.			
Distractions often keep me from working on critical tasks.			
I estimate how many hours I will need to study each week.			

The tasks I work on during the day are the ones with highest priority.			
I consistently meet assignment deadlines.			
I set aside time for planning and scheduling.			
I begin working on semester-long projects early in the semester.			
I know how much time I am spending on the various tasks I do.			
I write a daily “to do” list.			
I prioritize my “to do” list.			
I use goal setting to decide what tasks and activities I should work on.			
I make sure social activities don’t interfere with my study/work time.			
I leave contingency time in my schedule for the unexpected.			
I know if the tasks I am working on are high, medium, or low value.			
I set specific goals for each study period.			

I begin my study time with my most difficult assignment.			
I think about the future and setting long term goals.			
I procrastinate because I think I do better work under pressure.			
I grab spare bits of time in order to chip away at relatively complex tasks.			
I share my plans and goals with others to increase accountability.			
I find myself finishing tasks at the last minute or asking for extensions.			
I set time aside every week for planning and scheduling.			
Distractions often keep me from working on critical tasks.			
I complete most of my studying during my most productive hours each day.			
I think of being a full-time student as I would a full-time job.			

After you complete the inventory

So, you've completed the inventory; now what? This is an important first step in improving your time management. Now you can use it to identify areas of growth and take the next steps. Here are some things to try:

Set one- or two-time management goals for the coming week. Use the inventory to help you decide on what you want to change and work with a friend or coach (see below) to help you stay accountable to your goal. Make sure your goals are SMART (Specific, Measurable, Attainable, Realistic, Time-bound)—for example, instead of saying “I want to get more sleep this week,” decide to set a specific bedtime or a goal for a specific number of hours you want to sleep each night.

Make an appointment with a Student Success Coach. Our academic coaches can help you analyze your time management inventory, identify areas for growth, make a schedule, set goals, and implement healthy time habits. These changes could be difficult but working with a coach can be a great help!

Attend a free time management workshop presented by an academic coach. You will learn about time management strategies, interact with peers, receive papers and tools, and get a chance to talk with a coach.