**Steinmetz College Prep**

Time Management Skills Pre-Assessment

For each set of statements below circle the number of the one that best describes you.

1. I like my watch to be set exactly at the correct time.

2. I like my watch to be set a few minutes ahead of the correct time.

3. Most of the time, I don't wear a watch.

1. I tend to arrive at most functions at least 5 minutes early.

2. I tend to arrive at most functions exactly on time.

3. I tend to arrive at most functions a little late.

1. In high school I almost always complete my daily assignments.

2. In high school I usually complete my daily assignments.

3. In high school I often fail to complete my daily assignments.

1. I rarely spend more than 15 minutes at a time on the phone.

2. I sometimes spend more than 15 minutes on the phone.

3. I often spend more than 15 minutes on the phone.

1. I like to finish assignments with a little time to spare.

2. I like to finish assignments exactly on their due dates.

3. I sometimes finish assignments a little late.

1. I rarely spend more than an hour eating a meal.

2. I sometimes spend more than an hour eating a meal.

3. I usually spend more than an hour eating a meal.

1. I never watch more than 1 1/2 hours of TV on a weeknight.

2. I sometimes watch more than 1 1/2 hours of TV on a weeknight.

3. I usually watch more than 1 1/2 hours of TV on a weeknight.

1. I never spend more than an hour on the internet or talking on a chat line at any one time.

2. I sometimes spend more than an hour on the internet or talking on a chat line at one time.

3. I usually spend more than an hour on the internet or talking on a chat line at one time.

Now add up the numbers that you have circled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The higher the total, the more you need to work on time management skills. If your total is over 10, you probably need to adjust your priorities and begin to take more responsibility for managing your time.