

## Time-Management Self-Assessment Table

Statement	Always	Sometimes	Never
I do things in order of priority			
I accomplish what needs to be done during the day			
I avoid spending too much time on unimportant things			
I feel I use my time efficiently			
I tackle difficult or unpleasant tasks without procrastinating			
I force myself to make time for planning			
I spend enough time planning			
I prepare a daily or weekly “to-do” list			
I prioritise my list in order of importance			
I can meet deadlines without rushing at the last minute			
I prevent interruptions from distracting me when working			
I plan time to relax and be with friends in my weekly schedule			
I have a weekly schedule or planner where I record my commitments, such as work hours			
I try to do the more important tasks during the most energetic periods of the day			
I make constructive use of my commuting or waiting time			
I have discounted any unbeneficial or unsuccessful activities or routines			
I limit my phone/screen time while doing homework			
I am satisfied with the way I use my time			

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