



DEVELOPING TOGETHER

SOCIAL WORK TEACHING PARTNERSHIP

Time Management Exercise

	Question	Not at all	Rarely	Sometimes	Often	Very Often
1	Are the tasks you work on during the day the ones with the highest priority?					
2	Do you find yourself completing tasks at the last minute, or asking for extensions?					
3	Do you set aside times for planning and scheduling?					
4	Do you know how much time you are spending on the various jobs you do?					
5	How often do you find yourself dealing with interruptions?					
6	Do you use goal setting to decide what tasks and activities you should work on?					
7	Do you leave contingency time in your schedule to deal with 'the unexpected'?					
8	Do you know whether the tasks you are working on are high, medium, or low value?					
9	When you are given a new assignment, do you analyse it for importance and prioritize it accordingly?					
10	Are you stressed about deadlines and commitments?					
11	Do distractions often keep you from working on critical tasks?					
12	Do you find you have to take work home, in order to get it done?					
13	Do you prioritize your 'To Do' list or action plan?					
14	Do you regularly confirm your priorities with your Practice Educator or On-site supervisor?					
15	Before you take on a task, do you check that the results will be worth the time put in?					



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Scoring

Each answer is worth 1,2,3,4 or 5 points.

For the questions where the question number is shaded, the scoring runs left to right (ie. Not at all = 1 point, Very often = 5 points)

For the questions where the question number is NOT shaded, the scoring runs right to left (ie Not at all = 5 points, Very often =1 point)

Scored interpretations

46-75	You have very good time management skills
31-45	You are good in some areas but there is room for improvement in others
15-30	Time management is an area to work on!