



Time Analyzer Worksheet

Analyze your current time usage by answering these questions based on what is normal for you.

	YES	NO
1. I often study at a time when I am not at peak efficiency due to fatigue.	_____	_____
2. I have failed to complete at least one assignment on time this semester.	_____	_____
3. This week I spent time that really should have been spent otherwise.	_____	_____
4. Often, lack of prioritizing tasks causes me some difficulty in completing tasks on time.	_____	_____
5. Social or athletic events cause me to neglect academic work fairly often.	_____	_____
6. At least once this semester, I have not remembered that an assignment was due until the night before.	_____	_____
7. I often get behind in one course due to having to work on another.	_____	_____
8. I usually wait until the night before the due date to start assignments.	_____	_____
9. My studying is often a hit-or-miss strategy which is dependent on my mood.	_____	_____
10. I normally wait until the night before the test to read texts and/or review lecture notes.	_____	_____
11. I often have the sinking realization that there is simply not enough time left to accomplish the assignment or study sufficiently for the test.	_____	_____
12. Often I rationalize that very few people will make the A/get the project done on time/really read the text, etc.	_____	_____
13. I catch myself looking forward to study interruptions rather than trying to avoid them.	_____	_____



	YES	NO
14. I have failed to eliminate some time wasters this past week that I could have controlled.	_____	_____
15. I often feel out of control in respect to time.	_____	_____
16. I have procrastinated at least twice this week.	_____	_____
17. I find myself doing easier or more interesting tasks first, even if they are not as important.	_____	_____
18. I feel I have wasted quite a lot of time—again—this week.	_____	_____
19. I studied for EACH course I am currently taking this week.	_____	_____
20. I spent some time this week reviewing previous weeks' notes even though I did not have a test.	_____	_____
21. The time of day that I am the most alert is _____, so I tried to study my hardest subjects then.	_____	_____
22. I studied approximately 1-2 hours out of class for every hour in class.	_____	_____
23. My most sluggish period during the day is _____, so I used these times to relax.	_____	_____
24. I often make out daily lists of tasks to be completed, and I prioritize these lists.	_____	_____
25. I use small blocks of time (10-30 min.) between classes to review notes, start assignments, or plan.	_____	_____

To calculate your score, score 1 point for each yes from items 1-18, and 1 point for each no from items 19-25. The higher your score, the more you need to master time scheduling!