

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Period: \_\_\_\_\_

## Time Management Questionnaire

1. I spend \_\_\_\_\_ minutes a day getting ready for school/work.
2. I spend \_\_\_\_\_ minutes a day reading.
3. I spend \_\_\_\_\_ minutes/hours at school/work.
4. I spend \_\_\_\_\_ minutes a day trying to organize my day.
5. I spend \_\_\_\_\_ minutes a day eating.
6. I spend \_\_\_\_\_ minutes a day exercising.
7. I spend \_\_\_\_\_ minutes/hours a day watching television.
8. I spend \_\_\_\_\_ minutes/hours a day talking with friends in person on the telephone or texting.
9. I spend \_\_\_\_\_ minutes/hours a day on Facebook or other Internet sites.
10. I spend \_\_\_\_\_ minutes a day on unnecessary interruptions or wasting time.
11. I spend \_\_\_\_\_ minutes/hours a day on school/work related tasks outside my school/work day.
12. I spend \_\_\_\_\_ minutes a day daydreaming.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Period: \_\_\_\_\_

## Barriers and Solutions to Using Time Effectively

What prevents me from using my time effectively? \_\_\_\_\_

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What can I do to overcome the barriers I've listed above? \_\_\_\_\_

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