

Lesson 8: Time Management Skills

Task 1: How good is your time management?

This *self-assessment questionnaire* is designed as a tool for identifying your current time management skills, habits, and practices. Read each statement, and place an **X** in the column that best describes you. Score the following statements using the following scale: 2 for “always”, 1 for “sometimes” and 0 for “never”.

Statements	Always	Sometimes	Never
1.I do things in order of priority. 2. I spend more time than necessary studying for what I am learning. 3.I always get assignments done on time. 4.I feel I use my time efficiently. 5.I tackle difficult or unpleasant tasks without procrastinating. 6.I force myself to make time for planning. 7.I spend enough time planning. 8.I prepare a daily or weekly “to do” list. 9.I prioritize my list in order of importance, not urgency. 10. I break big projects down into smaller steps. 11. I am able to meet deadlines without rushing at the last minutes. 12.I keep up to date on my reading and homework assignments. 13.I prevent interruptions from distracting me from higher priority tasks. 14.I avoid spending too much time on trivial matters. 15.I spend enough time on academic matters. 16.I plan time to relax and be with friends in my weekly schedule. 17.I have a weekly schedule on which I record fixed commitments such as classes and work hours. 18.I try to do the most important tasks during my most energetic periods of the day. 19. I have enough time for school and fun. 20.I periodically re-assess my activities in relation to my goals. 21.I have discounted any wasteful or unprofitable activities or routines. 22. It is common for me to spend hours cramming the night before an exam. 23.I have a clear idea of what to accomplish during the coming semester. 24. I seek quality work, but not perfection 25.I am satisfied with the way I use my time.			

My total score is:.....

I think that

Task 2: Where Does My Time Go?

- These estimations allow you to calculate the approximate amount of time you have to study during the week. Is it enough? This is your chance to look at how you might reorganize your time to allow for more/less study time during the week.

- Each week has **168 hours** (24 hours X 7 days). Estimate the number of hours you spend on each task:
 - Number of hours of sleep each night ____ x 7 = ____
 - Number of hours for meals/snacks (including preparation/clean-up time) ____ x 7 = ____
 - Travel time to and from campus ____ x ____ = ____
 - Number of hours per week for regular activities (volunteer work, mosque, clubs, sport etc.) ____ = ____
 - Number of hours of work ____ x ____ = ____
 - Number of hours of class per week ____ = ____
 - Number of hours per week with friends, social parties, going out, etc. ____ = ____
 - Number of hours of watching TV ____ x 7 = ____
 - Number of hours spent on the computer ____ x 7 = ____
 - Number of hours you spend socializing/ answering phone calls ____ x 7 = ____

Total = ____

168 hours in a week

- ____ hours of activities

= ____ **hours available to study**

Enough/ not enough? What could you do to increase your study time?.....

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Task Three: Develop the quote below in a short paragraph referring to your own experiences.

“Time is life. It is irreversible and irreplaceable. To waste your time is to waste your life, but to master your time is to master your life and make the most of it.”

— Alan Lakein