

## Time Management Practices Self-Evaluation Questionnaire

Please indicate your response to each statement, using the scale provided below. If you do not understand a statement or if you are not sure about your response to it, you can select the “Not Sure” point on the scale:

1. Strongly Disagree   2. Disagree   3. Not Sure   4. Agree   5. Strongly Agree

1. \_\_\_ I try to make sure that I have time to relax each day.
2. \_\_\_ I regularly use an appropriate planner to schedule my activities.
3. \_\_\_ My school/centre has a clear set of goals and objectives that help guide its activities.
4. \_\_\_ I use email processing programs easily and efficiently.
5. \_\_\_ I try to schedule my activities to maintain a balanced lifestyle.
6. \_\_\_ I delegate tasks to help me use my time efficiently.
7. \_\_\_ A culture of trust exists in my school/centre.
8. \_\_\_ I can readily develop Power Point presentations.
9. \_\_\_ I try to exercise on a regular basis.
10. \_\_\_ I can plan and chair effective and efficient meetings
11. \_\_\_ Clearly written mandates guide the activities of the major Standing Committees in my school/centre.
12. \_\_\_ I can use computer software programs, such as Doodle, to schedule meetings
13. \_\_\_ I prioritize my activities to try and ensure that I can reach my goals.
14. \_\_\_ I take time to learn the skills that I need to enhance my effectiveness.
15. \_\_\_ The Chairpersons of committees in my school/centre are able to plan and chair meetings effectively and efficiently.
16. \_\_\_ I can use Internet programs, like Google docs, to facilitate the editing of documents by members of teams with whom I am working.
17. \_\_\_ I routinely include time in my schedule to enjoy personal and family relationships.
18. \_\_\_ Before initiating new school/centre projects, my colleagues and I systematically consider the implications of doing so.
19. \_\_\_ Teachers in my school/centre are willing and able to work in teams.
20. \_\_\_ I can use a variety of tablet apps and/or computer programs to help ensure that I am working in an efficient and productive manner.

# Time Management Practices Self-Evaluation Questionnaire

## Review of Self-Evaluation of Time Management Practices

### Scoring the Time Management Practices Self-Evaluation Questionnaire

Insert the score that you gave to each item and then consider the results of your self-evaluation.

Did the results confirm your general feelings about your time management practices?

Did you have any surprises?

What strengths do you have and what areas could you address to reach your potential?

What capacity building activities might be needed in your school or centre?

#### Personal Practices:

- 1. I try to make sure that I have time to relax each day
- 5. I try to schedule my activities to maintain a balanced lifestyle
- 9. I try to exercise on a regular basis
- 13. I prioritize my activities to try and ensure that I can reach my goals
- 17. I routinely include time in my schedule to enjoy personal and family relationships

**Strengths:** \_\_\_\_\_  
\_\_\_\_\_

**Potential:** \_\_\_\_\_  
\_\_\_\_\_

#### Professional Practices:

- 2. I regularly use an appropriate planner to schedule my activities
- 6. I delegate tasks to help me use my time efficiently
- 10. I can plan and chair effective and efficient meetings
- 14. I take time to learn the skills that I need to enhance my effectiveness
- 18. Before initiating new projects, my colleagues and I systematically consider the implications of doing so

**Strengths:** \_\_\_\_\_  
\_\_\_\_\_

**Potential: -** \_\_\_\_\_  
\_\_\_\_\_

# Time Management Practices Self-Evaluation Questionnaire

## Organizational Practices:

- \_\_\_3. My school/centre has a clear set of goals and objectives that help guide its activities
- \_\_\_7. A culture of trust exists in my school/centre
- \_\_\_11. Clearly written mandates guide the activities of the major Standing Committees in my school/centre
- \_\_\_15. The Chairpersons of committees in my school are able to plan and chair meetings effectively and efficiently
- \_\_\_19. Teachers in my school/centre are willing and able to work in teams

## Strengths:

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## Potential:

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## Information Technology Practices:

- \_\_\_4. I use email processing programs easily and efficiently
- \_\_\_8. I can readily develop Power Point presentations
- \_\_\_12. I can use computer programs, such as Doodle, to schedule meetings
- \_\_\_16. I can use Internet programs, like Google docs, to facilitate editing documents
- \_\_\_20. I can use a variety of tablet apps and/or computer programs to help ensure that I am working in an efficient and productive manner.

## Strengths:

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## Potential:

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A review of the results of the Self-evaluation Questionnaire can provide valuable information on your areas of strength and those that might need to be addressed.