

Time Management Self-evaluation Questionnaire

Time Management Self-evaluation

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 can delegate tasks appropriately 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 efficiently schedule meetings with my colleagues.
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 and teams 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 sharing and 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 readily use iPad or other tablets to facilitate my work.