

Time Management Self-evaluation Scoring Sheet

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Scoring Process: The Time Management Self-Evaluation is divided into four major areas: personal, professional, organizational and information technology practices. Please insert your score for each item and then add the scores to obtain your sub-total scores. Add the sub-totals for your total score.

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.

Sub-total: ____

Professional Practices:

- ___2. I regularly use an appropriate planner to schedule my activities.
- ___6. I can 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.

Sub-total: ____

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 efficiently plan and chair meetings
- ___19. Teachers in my school/centre are willing and able to work in teams.

Sub-total: ____

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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 software programs, such as Doodle, to schedule meetings with my colleagues.
- ___16. I can use Internet programs, like Google docs, to facilitate the sharing and editing of documents.
- ___20. I can readily use iPad or other tablets to facilitate my work.

Sub-total: ___ **Total** ___