



Time Management Assessment

Area of Time Management	Description	Rating (1-5)
Goal Setting	Ability to set clear and achievable goals.	
Prioritization	Skill in determining the importance and urgency of tasks.	
Planning	Capacity to create schedules and allocate time effectively.	
Focus & Concentration	Ability to maintain focus and avoid distractions.	
Delegation	Skill in assigning tasks to others efficiently.	
Time Tracking	Ability to monitor and evaluate time usage.	
Adaptability	Capacity to adjust plans in response to unforeseen circumstances.	
Procrastination Management	Skill in overcoming procrastination tendencies.	
Stress Management	Ability to handle pressure and maintain a balanced mind-set.	
Self-Care	Commitment to maintaining personal well-being amidst busy schedules.	

Rating Scale:

- 1: Poor
- 2: Below Average
- 3: Average
- 4: Above Average
- 5: Excellent

Instructions:

1. Reflect on each area and rate your current performance.
2. Be honest and objective about your strengths and weaknesses.
3. Identify areas for improvement and set goals accordingly.
4. Regularly revisit and update your assessment chart to track progress.