

TIME MANAGEMENT PRE-ASSESSMENT

Complete this pre-assessment worksheet to identify areas of concern and brainstorm goals to build your time management skills.

Instructions:

- Read each statement.
- Place an X in the box that most closely describes you or your child.

I'm on time for appointments and family events.

NEVER	RARELY	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I can accurately estimate how long with will take me to complete a task.

NEVER	RARELY	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I have enough time to complete tasks carefully so I don't make mistakes.

NEVER	RARELY	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I don't put off tasks or procrastinate.

NEVER	RARELY	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I complete my daily routines and to-do lists.

NEVER	RARELY	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

I make lists or use a calendar so I know what I need to do each day

NEVER	RARELY	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

When I have a lot to do, I can prioritize what tasks to do first.

NEVER	RARELY	SOMETIMES	OFTEN	ALWAYS
<input type="checkbox"/>				

SCORING:

Using the scoring guide below, calculate the total score:

NEVER	RARELY	SOMETIMES	OFTEN	ALWAYS
0	1	2	3	4

TOTAL SCORE

0-10

My time management and other executive functioning skills are likely causing challenges in all areas of my life. There are likely significant benefits if I can learn new skills.

11-20

My time management and other executive functioning skills are likely causing challenges in at least one area of my life. There are likely some benefits to learning new skills.

21+

My time management skills are well-developed. If I'm still having challenges, I may have other executive functioning skills to focus on.

MY NEXT STEPS:

For items that scored 0 or 1, what are some goals or next steps to take action on?

