

Time Management: Planning Skills Inventory

Academic Success Center
Iowa State University

Directions: For each question, circle the number that best describes you.

	Never	Seldom	Sometimes	Often	Always
How often do you plan in an effort to keep life from running out of control?	1	2	3	4	5
Do you write out your daily plans?	1	2	3	4	5
Do you allow for flexibility in your planning?	1	2	3	4	5
How often do you accomplish all that you had planned for in a given day?	1	2	3	4	5
How often do you plan time for what matters most to you?	1	2	3	4	5
How often is your daily plan destroyed by urgent interruptions?	5	4	3	2	1

Scoring: Add the numbers you circled to find your total score. **Total:** _____

INTERPRETATION

6-10: Poor Planner.

You might consider using some new tools and processes to help you plan more effectively. A great first step would be to analyze where your time goes via a time balance worksheet and decide where some of your planning road blocks lie.

11-15: Below average planner.

You may already have a planning system, but using it more efficiently will likely increase your productivity and help you accomplish more or secure some much desired “free” time.

16-20: Average planner.

Your planning system is keeping you afloat. Chances are that you may need help focusing in on your priorities, dealing with urgent interruptions, etc. You are on the right track, but we can all get better!

21-25: Above-average planner.

Your planning system is working well so keep up the good work! Make sure to regularly take a gut check to be sure you’re planning around what matters most in your life.

26: Excellent planner--or candidate for burnout?

You have mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you’re in control of your planning rather than letting it control you.

Source: University of South
Carolina ACE
<http://www.sa.sc.edu/ssc/resources/>