

Time management questionnaire

Think about the last two weeks of school. Tick the box that matches what really happened, not what you meant to do. You do not need to write your name.

Class or group _____

Date _____

For each statement, tick one box from 1 (strongly disagree) to 5 (strongly agree).

STATEMENT	STRONGLY DISAGREE			STRONGLY AGREE	
1 I know what is due for every class this week.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
2 I keep all my due dates written in one place.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
3 I set aside time for big assignments days in advance.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
4 When everything is due at once, I know what to do first.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
5 I break big projects into smaller steps with dates.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
6 I save my most alert hours for my hardest work.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
7 I start assignments well before the night they are due.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
8 Once I sit down to work, I get going quickly.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
9 My time estimates for schoolwork are about right.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
10 I feel in control of how I spend my time.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
11 Most school nights I still get enough sleep.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
12 I can turn down plans when I have work to finish.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5

13 How far ahead do you usually start a big assignment?

☐ On the due date ☐ The night before ☐ 2 or 3 days before ☐ A week before ☐ Over a week before

14 What most often eats up time you meant to spend on schoolwork?

Thank you. Your answers are anonymous.

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Optional questions (1 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Where the week goes

15 Outside class, how many hours a week do you spend on homework and study?

- ☐ Under 3 ☐ 3 to 6 ☐ 7 to 10 ☐ 11 to 15 ☐ Over 15

16 How many hours a week do you work at a paid job?

- ☐ None ☐ 1 to 10 ☐ 11 to 20 ☐ 21 to 30 ☐ Over 30

17 How many hours a week go to sports, clubs or other activities?

- ☐ None ☐ 1 to 5 ☐ 6 to 10 ☐ 11 to 15 ☐ Over 15

18 On a school night, when do you usually fall asleep?

- ☐ Before 10 pm ☐ 10 to 11 pm ☐ 11 pm to midnight ☐ Midnight to 1 am ☐ After 1 am

19 Which of these take up a big part of your week? (tick all that apply)

- ☐ Homework and study ☐ A paid job ☐ Sports or clubs ☐ Family duties ☐ Phone, games or videos
☐ Getting to and from school

Planning tools

20 What do you use to keep track of deadlines? (tick all that apply)

- ☐ A paper planner ☐ A phone or online calendar ☐ The school learning platform ☐ A to-do list app
☐ Sticky notes ☐ Nothing, I remember them

21 When do you plan out your week?

- ☐ At the start of each week ☐ A little each day ☐ Only when a deadline is close ☐ I do not plan it

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
22 I look at my calendar or planner every school day.	☐	☐	☐	☐	☐

Thank you. Your answers are anonymous.

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Optional questions (2 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Starting and staying focused

23 When you put off an assignment, what is usually the reason? (tick all that apply)

- ☐ It feels too big ☐ I do not know where to start ☐ It seems boring ☐ I work better under pressure
☐ Other things feel more urgent ☐ I am too tired

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
24 I can study for half an hour without checking my phone.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
25 When a plan falls apart, I get back on track the next day.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
26 How often do you finish work in a rush just before it is due?					
☐ Never ☐ Rarely ☐ Sometimes ☐ Often ☐ Always					
27 Compared with your plan, how long did your last big assignment take?					
☐ Much less time ☐ A little less ☐ About what I planned ☐ A little more ☐ Much more time					

Workload and stress

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
28 My workload this term feels manageable.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
29 I have time each week for things I enjoy.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
30 In the past month, how often did deadlines keep you up late?					
☐ Never ☐ Once ☐ 2 or 3 times ☐ Most weeks ☐ Most nights					

About you (optional)

31 Which stage of education are you in?

- ☐ Middle school ☐ High school ☐ First year of college ☐ Later years of college ☐ Prefer not to say

Optional questions (3 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

About you (optional) (continued)

32 Which best describes your grades so far this year?

☐ Mostly A ☐ Mostly A and B ☐ Mostly B and C ☐ Mostly C or lower ☐ Prefer not to say

Thank you. Your answers are anonymous.

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