

# Self-Assessment Form: Time Management Effectiveness

This self-assessment form is designed to help you evaluate your current time management practices, reflect on your productivity habits, and identify areas for improvement. Please answer the following questions honestly to gain valuable insights into your effectiveness in managing time.

## Personal Information

Name:

Date:

Position/Role:

## Self-Assessment Questions

Question	Never	Rarely	Sometimes	Often	Always
I create daily or weekly plans for my tasks and activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I set clear priorities for what needs to be accomplished.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I meet deadlines consistently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I avoid procrastination and start tasks promptly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I minimize distractions when working on important tasks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I delegate tasks effectively when necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I regularly review my progress and adjust my plans.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Open-Ended Reflection

1. What are your main strengths in time management?

2. What challenges do you face in managing your time?

3. What specific steps can you take to improve your time management?

## Action Plan

Based on your self-assessment, outline your action plan to enhance your time management effectiveness: