

2025



# Time Management Self-Assessment

Elevate Your Professional  
Development with Omni  
and Thrive!

021 685 9160  
INFO@OMNIHRC.COM  
WWW.OMNISTACKCONNECT.OMNIHRC.COM

## Personal Information

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## Purpose

This self-assessment helps you evaluate your current time management skills, identify areas for improvement, and develop strategies to enhance productivity and control over your daily tasks.

## Instructions

Rate each statement on a scale from 1 to 5, be honest with yourself to get the most accurate assessment.

- 1 = Never,
- 2 = Rarely,
- 3 = Sometimes,
- 4 = Often,
- 5 = Always.

1. I set specific goals for what I want to achieve each day. \_\_\_\_\_
2. I prioritize my tasks based on importance and deadlines. \_\_\_\_\_
3. I create a daily schedule or to-do list. \_\_\_\_\_
4. I allocate specific time slots for each task. \_\_\_\_\_
5. I avoid procrastination and start tasks promptly. \_\_\_\_\_
6. I minimize distractions while working. \_\_\_\_\_
7. I take regular breaks to avoid burnout. \_\_\_\_\_
8. I review my progress at the end of each day. \_\_\_\_\_
9. I adjust my plans if unexpected tasks arise. \_\_\_\_\_
10. I feel in control of my time and workload. \_\_\_\_\_

Total Score: \_\_\_\_\_

## Scoring

- 40 - 50:** Excellent time management skills.
- 30 - 39:** Good time management skills, but there's room for improvement.
- 20 - 29:** Fair time management skills, consider adopting new strategies.
- 10 - 19:** Poor time management skills, significant changes are needed.

What are your top three time management goals for the next month

---

---

---

---

Additional Notes

---

---

---

---