Rate how well each of the statements below describes you. Use this rating scale:

**1** = Doesn’t describe me at all.  
**2** = Describes me only slightly.  
**3** = Describes me fairly well.  
**4** = Describes me very well.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** |
| 1. I often wake up later than I should. |  |  |  |  |
| 1. I am usually late for classes and appointments. |  |  |  |  |
| 1. I am always in a rush getting places. |  |  |  |  |
| 1. I put off big tasks and assignments until the last minute. |  |  |  |  |
| 1. My friends often comment on my lateness. |  |  |  |  |
| 1. I am easily interrupted, putting aside what I’m doing for something new. |  |  |  |  |
| 1. When I look at a clock, I’m often surprised on how late it is. |  |  |  |  |
| 1. I often forget appointments and have to reschedule them. |  |  |  |  |
| 1. When faced with a big task, I feel overwhelmed and turn my mind away from it until later. |  |  |  |  |
| 1. At the end of the day, I have no idea where the time went. |  |  |  |  |

Rate yourself by adding up the points you assigned. Use this scale to assess your time style:

**10-15** = Very efficient time user.

**16-20** = Efficient time user.

**21-30** = Time use needs work.

**31-40** = Victim of time.