

Time Management Self-Test

Is it possible that I have issues surrounding my time and time management?

Evaluate how often the following appear in your life.

<u>Question</u>	<u>Not at All</u>	<u>Rarely</u>	<u>Sometimes</u>	<u>Often</u>	<u>Always</u>
1. Are the tasks you work on during the day the ones with the highest priority?	_____	_____	_____	_____	_____
2. Do you find yourself completing tasks at the last minutes, or asking for extensions?	_____	_____	_____	_____	_____
3. Do you set aside time for planning and scheduling?	_____	_____	_____	_____	_____
4. Do you know how much time you are spending on the various jobs you do?	_____	_____	_____	_____	_____
5. How often do you find yourself dealing with interruptions?	_____	_____	_____	_____	_____
6. Do you use goal setting to decide what tasks and activities you should work on?	_____	_____	_____	_____	_____
7. Do you leave contingency time in your schedule to deal with "the unexpected"?	_____	_____	_____	_____	_____
8. Do you know whether the tasks you are working on are high, medium or low value?	_____	_____	_____	_____	_____
9. When you are given a new assignment, do you analyze it for importance and prioritize it accordingly?	_____	_____	_____	_____	_____
10. Are you stressed about deadlines and commitments?	_____	_____	_____	_____	_____
11. Do distractions often keep you from working on critical tasks?	_____	_____	_____	_____	_____
12. Do you find you have to take work home, in order to get it done?	_____	_____	_____	_____	_____
13. Do you prioritize your "To Do" list or Action Program?	_____	_____	_____	_____	_____
14. Do you regularly confirm your priorities with your boss?	_____	_____	_____	_____	_____
15. Before you take on a task, do you check that the results will be worth the time put in?	_____	_____	_____	_____	_____