



Time Management Assessment

Use the scale below to indicate how each statement applies to your team. It is important to evaluate the statements honestly and without over-thinking your answers.

3 = This describes me exactly 2 = Sometimes 1 = I don't do this much

1. ___ I have a weekly routine I hold myself accountable to.
2. ___ I am able to end chatty phone calls without offending my friends
3. ___ I am clear about which activities make me the most money
4. ___ I get to spend quality time with my family every week
5. ___ I write my goals every month to keep me on target
6. ___ My task list is categorized so I can achieve greater focus
7. ___ Every goal has an action plan and a due date
8. ___ I am proactive in scheduling my appointments into pre-determined time blocks
9. ___ I understand the top 3 things my boss / employer expects from me
10. ___ I go to sleep each night without worrying about my work
11. ___ My task list is the action plan for achieving my goals
12. ___ I set and hold to time budgets on my projects
13. ___ I can say NO to my impulsive temptations that pull me away from my work
14. ___ I have monthly goal targets and then bigger vision aspirations
15. ___ I don't fall to the trap of busy work
16. ___ I have a designated time established to return phone calls and check email
17. ___ I don't worry about big projects because I know I have blocked time to do them.
18. ___ I daily check off completed projects on my weekly task list

Time Management Scoring Guide

Strategic Planning / Goals

Statement 5 _____

Statement 7 _____

Statement 14 _____

Total _____

Your Calendar and Clock

Statement 1 _____

Statement 8 _____

Statement 12 _____

Total _____

Strategic Priorities

Statement 3 _____

Statement 9 _____

Statement 15 _____

Total _____

Time Thieves

Statement 2 _____

Statement 13 _____

Statement 16 _____

Total _____

Task List Action Plan

Statement 6 _____

Statement 11 _____

Statement 18 _____

Total _____

Stress

Statement 4 _____

Statement 10 _____

Statement 17 _____

Total _____

Scoring: 9-8 = You are on target 7-6 = This area could be a problem 5-3 = You need help in this area