

Time Management

SELF-ASSESSMENT QUIZ

Are you time rich or time deprived? Take the Time Management Self-Assessment quiz to find out!

1. I'm almost never late. My friends say they can set their watches by me.

- True
- False

2. I have a calendar/planner that is easy for me to use.

- True
- False

3. I set aside time on a regular weekly basis to see what my week ahead looks like.

- True
- False

4. It's not often that I find I've double-booked appointments.

- True
- False

5. I find it easy to say "No" to requests that are not my priorities.

- True
- False

6. I rarely do tasks at the last minute.

- True
- False

7. I hardly ever make a commitment for a deadline I can't keep.

- True
- False

8. I seldom find myself running out of time when trying to complete a task.

- True
- False

9. I keep a fairly regular schedule for bill paying and other ongoing repetitive tasks.

- True
- False

10. I reply to emails/return phone calls within a reasonable amount of time (i.e. before the emailer sends a second email/the caller leaves another message).

- True
- False

11. I am generally able to fit an unscheduled “urgent” action item into my day.

- True
- False

12. I usually feel satisfied with what I’ve accomplished at the end of each week.

- True
- False

13. I seldom find myself short tempered because of an ever-growing To Do list.

- True
- False

14. I rarely procrastinate over “not fun” tasks. The sooner the tasks get done, the better.

- True
- False

15. I usually have leisure time to read a novel/work on personal projects.

- True
- False

16. My life is pretty stable at the moment. None of these applies to me: birth of a baby/new job/job loss/illness/separation/divorce/loss of a parent/relocation.

- True
- False

17. My family members/work colleagues have easy and necessary access to my daily schedule.

- True
- False

18. I never have to waste time looking for things. I usually know where everything is in my home/office.

- True
- False

19. I generally like to focus on one thing at a time.

- True
- False

20. At the end of the day, it takes only 10-15 minutes to tidy up and put everything back in its place in any room in my home or in my office.

- True
- False

21. I eat at fairly regular intervals during the day.

- True
- False

22. I rarely find myself doing tasks at home/at work that other people could help me do.

- True
- False

23. I usually get enough sleep to feel rested and ready for the day ahead.

- True
- False

24. My household operates on a predictable schedule because of the weekly routines I've established.

- True
- False

25. I run errands based on the proximity of the locations.

- True
- False