

Time Management Quiz

Instructions:

For each statement, click the button in the column that best describes you. Please answer questions as you actually are rather than how you think you should be. Improvement is difficult and hard to measure if you don't acknowledge your true starting point!

	RARELY	SOMETIMES	ALMOST ALWAYS
1. Do you prepare a daily or weekly "to-do" list?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
2. Are you able to minimize interruptions and distractions?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
3. When presented with a new assignment, do you set a deadline and evaluate your ability to meet it?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
4. Do you have goals beyond each quarter for your work?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
5. Do you find yourself able to meet deadlines without rushing?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
6. Do you prioritize your "To Do" list?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
7. Do you have buffer time in your schedule to deal with surprises and emergencies?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
8. Do you know whether the tasks you are working on are high, medium or low priority?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
9. Do your longer-term goals determine the tasks and activities you work on?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
10. Do you schedule your priority tasks on your calendar?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
11. Do you arrive early for meetings?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
12. Are you able to avoid distractions when working on your high priority items?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3

	RARELY	SOMETIMES	ALMOST ALWAYS
13. Is your workspace clean and organized?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
14. Do you break down your larger projects into action steps?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
15. Are the tasks you work on during the day the ones with the highest priority?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Subtotal for each column	_____	_____	_____
Score Total	_____		
	add the three individual scores		

Score Interpretation

SCORE	OBSERVATIONS
15-23	There is work to be done here. You likely recognized areas for improvement as you progressed through the quiz. What are 2 to 3 key practices you could implement to improve your score? Find a support partner to help you stick to your new habits.
24-38	You've got a good start here, yet the wheels fall off from time-to-time, particularly when there is deadline pressure and you stop practicing your good habits. Get consistent with your habits by building a checklist to keep them top-of-mind.
39-45	Your time is filled but focused. Things occasionally get hectic for you yet you are able to regroup. Watch your workload. As you improve your score by working on a few habits listed here, you will find more requests for your time. Keep your priorities in mind and ask for help when you need it.

Your Observations

As you answered the questions, you probably had some insight into areas where you could improve your habits and the environment in which you work. To help make your work even more productive, please share any observations, comments or requests in the areas below.

Goal Setting	
Priorities	
Scheduling	
Procrastination	
Interruptions	
Other	