

## Time Management Assessment

Survey Question	Not at all	Rarely	Sometimes	Often	Very Often
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 minute, 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 priority?					
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?					
14. Do you regularly confirm your priorities with your supervisor?					
15. Before you take on a task, do you check that the results will be worth the time put in?					

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SCORE
1 point for "Not at all"
2 points for "Rarely"
3 points for "Sometimes"
4 points for "Often"
5 points for "Very often"
46-75 - You are managing your time very effectively!
31-25 - You are good at some things, but there is room for improvement. Focus on the important issues in life.
15-30 - Ouch! The good news is that you have a great opportunity to improve your effectiveness at work and at home. Start by reviewing how you spend your time and what distracts you the most.