

15 Statements to Answer	Not at All	Rarely	Sometimes	Often	Very Often
1 The tasks I work on are the ones with the highest priority.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 I find myself completing tasks at the last minute, or asking for extensions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 I set aside time for planning and scheduling.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 I know how much time I spend on each of the various task I do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 I find myself dealing with interruptions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 I use goal setting to decide what tasks and activities I should work on.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 I leave contingency time in my schedule to deal with "the unexpected"?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 I know whether the tasks I am working on are high, medium, or low value.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 When I am given a new assignment, I analyze it for importance and prioritize it accordingly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 I am stressed about deadlines and commitments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 Distractions keep me from working on critical tasks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 I have to take work home in order to get it done.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 I prioritize my To Do list or Action Program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14 I confirm my priorities with my boss.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15 Before I take on a task, I check that the results will be worth the time put in.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Scoring

Not at all: 0    Rarely: 1    Sometime: 2    Often: 3    Very Often: 4

How did you do?

10-25 Opportunity awaits!

26-40 Good at some things but room for improvement!

41-70 You are managing your time effectively!

Goal Setting: 6, 10

Prioritization: 1, 4, 8, 13, 14, 15

Managing Interruptions: 5, 9, 11, 12

Procrastination: 2

Scheduling: 3, 7