

Time Management Quiz

Please check "Yes" or "No" in the box.

Yes = 1, No = 0

	Yes	No
1. Do you always write your weekly objectives down on paper?		
2. Do you know how many hours you are being productive at work?		
3. Do you know what your time is worth by the minute?		
4. Do you keep and maintain a 5-year plan for personal and professional growth?		
5. Do you feel that you use your time efficiently?		
6. Do you feel that you have enough time to do the things that you want to do?		
7. Do you keep a running list of all your most important projects?		
8. Do you always complete your tasks when they are due?		
9. Do you feel that you are earning to your fullest potential?		
10. Do you spend most of your time on the things/tasks that matter the most?		
11. Do you feel that you spend enough time on professional training?		
12. Do you complete your workload during normal business hours?		
13. Do you handle tasks on time without procrastinating?		
14. Do you write out your goals?		
15. Do you feel that you squeeze the most value from each minute that you have?		
16. Do you feel that you have enough time to relax?		
17. Do you feel that you have enough time to spend with family and friends?		
18. Do you plan for the next day by writing a task list the day prior?		
19. Do you delegate or outsource activities?		
20. Do you keep your personal and professional space neatly organized?		

To see if you're in control of your time or if it's in control of you, total the number of "yes's" and compare to the following:

If your score was ...

17-20 You do a great job managing your time. You're highly organized, know your limits and plan your time accordingly. Well done! (SEP)

14-16 You manage your time well, but there's room for improvement. You usually stick to a schedule but sometimes over-extend yourself. You may need to polish your scheduling skills.

11-13 You need some time management training. It is sporadic and before you know it, things are piling up so fast you can't keep track of them.

0-10 You need some serious time management help. You're the typical "where did all the time go?!" candidate. Get in control of your life and don't wait until it's too late.

Resource: <http://www.misscantillon.com/>, <http://www.healthylifestylesliving.com/>

