

## Time Management Assessment

Rate each statement 0 (Totally Disagree) to 5 (Totally Agree) x Weight (Importance to you: 1 = low - 5 = high) to get a score up to 25					
		Rate	Weight	Total	Optional: Add Your Comments Below
Example:	I feel I am rushing in the morning	3/5	4/5	12/25	
<b>Mornings</b>	I feel I am rushing in the morning				
	I don't have a clear morning routine				
	I usually skip breakfast				
	I leave for work later than I would like to				
	My commute could be used more productively				
<b>Planning</b>	I don't spend much time planning the day				
	I don't usually manage to get my tasks done each day				
	I rarely plan my week				
	I am not quite sure what to do when I have a window of free time				
	I find myself rushing from one task to the next				
<b>Workflow</b>	I struggle to deal with incoming tasks and projects				
	I find it hard to start big projects				
	I find it hard to see existing projects through to completion				
	I underestimate how long a task or project will take to achieve				
	I struggle to meet deadlines				
<b>Focusing</b>	I work on the wrong things too often				
	I get distracted from my work too easily and/or too often				
	I waste too much time				
	Other people suck up too much of my time				
	I find it hard to say no				
<b>Email</b>	I often get interrupted by email and/or other people				
	I could manage email more effectively than I do				
	I leave emails in my inbox because I'm not sure what to do with them				
	I check email too many times a day				
	I have a backlog of emails to deal with				



**Time Management Success**

Do What Matters

## Time Management Assessment

<b>Environment</b>	My workspace is disorganized				
	I spend too much time looking for things				
	I don't put things back where they came from				
	Too many things don't have a permanent place - they get dumped				
	My working environment feels stressful				
<b>Health</b>	I should get more sleep than I do				
	My diet could be better than it is				
	I could do more exercise				
	I feel low on energy				
	I'm often dehydrated				
<b>Support</b>	My time management habits could be better				
	I haven't felt supported by anyone else on this issue				
	I would benefit from accountability to someone				
	I find it hard to get motivated to do the tough stuff				
	I want to feel more in control of my life				
<b>Balance</b>	It is hard for me to feel relaxed				
	I work too much				
	I think about work too much				
	I don't have enough time for yourself				
	My work life balance is very poor				
<b>Big Picture</b>	I spend too much time doing what doesn't really matter				
	I'm not always sure what does matter most to me				
	I worry too much				
	I am not living how I really want to				
	I am not doing what I really want to				
	MY TOTAL SCORE OUT OF 1250 IS				

## Time Management Assessment

What are the top 3 issues that your self assessment has helped you realize?

Out of all of the 4s and 5s, which would be easiest to improve first?

Based on your assessment what change would have the biggest positive impact on your life?

Your Score	This Means...		Comments
<b>Under 300</b>	Your time management skills and habits are pretty good! You may need to fine tune certain areas, but overall you are clearly doing well. Are there any specific issues where you scored 4 or 5? Focus on these first.		
<b>300 - 600</b>	Much of what you are doing is okay, but do you feel you could improve? You almost certainly could. Identify what and why, then decide how you are going to make changes in your life for the better.		
<b>601 - 900</b>	You have identified significant time management issues. If you decide to work on them you would see some real benefits in your life. What do you want to work on first? Focus on 'quick wins' or areas which will have the most impact.		
<b>Over 900</b>	You have multiple opportunities to improve your ability to manage your time and your life. The only way is up! Start with the one issue that would make the biggest difference and work on it until it does, then take it from there.		