



## TIME MANAGEMENT QUESTIONNAIRE

Answer the questionnaire as quickly as you can. The first answer that springs to mind is usually the most accurate so try not to dwell on any single question. You should attempt to finish answering all 50 questions in about three minutes at the most.

	YES	SOME TIMES	NO
1. Do you have up-to-date written goals for all areas of your life?			
2. Do you compile & prioritise a written daily "To-Do" list ?			
3. Do you complete all items on your daily "To-Do" lists?			
4. Do you set & review your weekly objectives & successes?			
5. Do you set deadlines for your activities?			
6. Do you effectively delegate tasks to your subordinates?			
7. Do you train your subordinates to handle delegated tasks?			
8. Do all the daily activities you perform take you closer to your major goals?			
9. Do you set deadlines for delegated tasks?			
10. Do you follow up to ensure delegated tasks are completed by the set deadlines?			
11. Do you know which of your activities are the high value-producing ones?			
12. Do you differentiate between important and urgent activities?			
13. Do you concentrate your attention on the important rather than the urgent tasks?			
14. When tackling a new task, do you assume that it will be easy and that whatever obstacles arise will be overcome as you progress?			
15. Do you believe that today is the only time to act?			
16. Do you adopt the attitude of doing your best in the present moment?			
17. Do you take time out daily for creative thinking – visualising and emotionalising the achievement of your goals?			
18. Do you take action to minimise interruptions or intrusions on your time?			
19. Are you able to ensure uninterrupted periods for planning, report writing, etc?			
20. Do you consciously avoid making social telephone calls during office hours?			
21. Do you make decisions quickly and change them rarely?			
22. Do you easily overcome procrastination?			
23. Are you aware of your "Next Action Step" to be taken towards your major goal(s)?			
24. Do you plan to be 10 to 15 minutes early for all appointments?			
25. Do you have an effective filing system – electronically & physically? (Can you always immediately find what you are looking for?)			
26. Are you aware of and do you make use of your most creative period of the day?			
27. Do you generally handle correspondence and paper once only?			
28. Do you avoid having an IN-Tray and OUT-Tray on your desk?			
29. Is your desk, work area and PC/MAC inbox generally uncluttered?			



## TIME MANAGEMENT QUESTIONNAIRE continued...

	YES	SOME TIMES	NO
30. Do you let your tasks get constantly interrupted by emails or do you allocate certain periods of the day to deal with them, preferably having a member of your support staff screening them for you?			
31. When organising meetings, do you advise attendees of the “completion” as well as the starting time?			
32. Do the minutes of your meetings include “Action Required”, “Action By” and “Deadline” columns?			
33. Do you make a practice of visiting people in their offices rather than inviting them to your office?			
34. Do you insist on appointments for people wishing to see you?			
35. Do you take measures to prevent telephone interruptions when interviewing or in meetings?			
36. Are you able to effectively handle long-winded callers?			
37. Are you selective about and able to control your TV & social media viewing habits?			
38. Do you schedule time for physical exercise at least four times per week?			
39. Do you effectively use the time spent in your car / commuting by train listening to audio learning material ?			
40. Are you able to relax in your free time without worrying about your work?			
41. Do people know the best times to reach you?			
42. Can someone else undertake your activities if you are not available?			
43. Do you start and finish projects on time?			
44. During the past year, have you recorded & analysed how you spend your time for at least a week?			
45. Are you able to keep up with all your reading and use a pen, pencil or your finger as a “pacer” when reading?			
46. Do you avoid taking work home or staying late at the office to finish it?			
47. Are you aware of and take steps to avoid time-wasting activities?			
48. Do you avoid becoming involved in other people’s work – doing things that they could or should be doing themselves?			
49. Do you take steps to reduce either the amount of paperwork or the time spent on it?			
50. Do you believe that you have sufficient time available to spend on yourself, your family, community affairs and recreational / sporting activities?			

### EVALUATION

Score 2 points for every ‘Yes’ you checked, 1 point for every ‘Sometimes’ and 0 points for every ‘No’. Then total your points and see where you fit on the scale:

- 81-100      You manage your time very well and are in control of most situations.
- 61-80      You manage your time well some of the time. You need to be more consistent with the time-saving strategies you are already using.
- 41-60      You are slipping. Don’t let circumstances get the best of you.
- 21-40      You are losing control. You are probably too disorganised to enjoy quality time.
- 0-21      You are overwhelmed, scattered, frustrated and most likely under a lot of stress.

### CALL TO ACTION

Any score less than 80 and you need to call us...or of course you could just do nothing and continue to get the same results! YOU DECIDE. [www.topachievers.co.uk](http://www.topachievers.co.uk) Email: [paul@topachievers.co.uk](mailto:paul@topachievers.co.uk) Tel:01580 753649