

		1	2	3	4	5
Question		Not at all	Rarely	Some times	Often	Very Often
1	Are the tasks you work on during the day the ones with the highest priority?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Do you use goal setting to decide what tasks and activities you should work on?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Do you set aside time for planning and scheduling?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Do you know how much time you are spending on the various jobs you do?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Do you leave contingency time in your schedule to deal with "the unexpected"?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Do you know whether the tasks you are working on are high, medium, or low value?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	When you are given a new assignment, do you analyze it for importance and prioritize it accordingly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Do you prioritize your "To Do" list or Action Program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Do you regularly confirm your priorities with your boss?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Before you take on a task, do you 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"/>

		5	4	3	2	1
Question		Not at all	Rarely	Some times	Often	Very Often
11	Do you find yourself 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"/>
12	How often do you find yourself dealing with interruptions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Are you stressed about deadlines and commitments?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Do distractions often keep you from working on critical tasks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	Do you find you 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"/>

Total: _____

Score Interpretation

Score	Comment
46-75	You're managing your time very effectively! Still, check the sections below to see if there's anything you can tweak to make this even better.
31-45	You're good at some things, but there's room for improvement elsewhere. Focus on the serious issues below, and you'll most likely find that work becomes much less stressful.
15-30	Ouch. The good news is that you've got a great opportunity to improve your effectiveness at work, and your long term success! However, to realize this, you've got to fundamentally improve your time management skills. Start below!

From: "How Good Is Your Time Management?" at Mind Tools
http://www.mindtools.com/pages/article/newHTE_88.htm accessed January 17,2011

Goal Setting (Questions 2, 9, 10, 13)

Prioritization (Questions 1, 4, 6, 7, 8, 9, 10)

Managing Interruptions (Questions 7, 12, 14, 15)

Procrastination (Questions 11, 13, 15)

Scheduling (Questions 3, 5, 15)