

Time Management Self Diagnostic Tool



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Participant's Name

INSTRUCTIONS

1. Review the statements below and indicate the extent to which you agree in the corresponding boxes to the right of each statement.
2. Subtotal the responses for each section.
3. Total the section subtotals.

Strongly Agree (1)
 Agree (2)
 Disagree (3)
 Strongly Disagree (4)

TIME MANAGEMENT ATTITUDE

| | | |
|---|--|--------------------|
| I can control most of what happens to me in my life. | | SECTION 1 TOTAL |
| I have enough time to get everything done that needs to get done. | | |
| I am satisfied with my life. | | |
| I don't require much supervision. I am very self-disciplined. | | |
| I don't focus on activities that are not on the "critical path". | | |

TIME MANAGEMENT ANALYSIS AND MONITORING

| | | |
|---|--|--------------------|
| Crises rarely take up much of my time. | | SECTION 2 TOTAL |
| I record my activities in a time log at least once each year. | | |
| I rarely over-commit. | | |
| I am always looking for ways to improve my work. | | |
| I am acutely aware of how my work differs by day of the week, season, hour of the day, etc. | | |

PROCRASTINATION

| | | |
|---|--|--------------------|
| I save the fun and enjoyable activities for last. | | SECTION 3 TOTAL |
| I break projects down into small pieces that I can do when 15 or 20 minutes become available. Not all of my big projects require big time chunks. | | |
| I look at all I have to do and then jump right in with an activity. | | |
| I rarely wait until the last minute to start working when I am given a project. | | |
| I bite the bullet and follow a schedule even when "I don't feel like it." | | |

TIME MANAGEMENT PRIORITIES

| | | |
|---|--|--------------------|
| Interruptions are not a big problem for me. | | SECTION 4 TOTAL |
| I group similar tasks together (phone calls, emails, etc.). | | |
| I keep socializing at work to an appropriate level. | | |
| I routinely analyze interruptions when/if they begin to occur regularly so I can figure out how to reduce/eliminate the unnecessary ones. | | |
| I have a planner and I use it. | | |

TIME MANAGEMENT IMAGE

| | | |
|---|--|--------------------|
| I don't miss deadlines or delivery dates. | | SECTION 5 TOTAL |
| I am always prepared for meetings with my boss and others. | | |
| I look for ways to save others time. | | |
| I solicit feedback from my boss to determine how I can improve my time management skills. | | |
| I accept feedback about my time management by asking for suggested solutions. | | |

- 20 – 39 Excellent Time Manager (You Are Ready to Help Others)
- 40 – 59 Competent Time Manager (You Are Good at Most Aspects of Time Management)
- 60 – 79 Improving Time Manager (You Need Some Work on Your Time Management)
- 80 – 100 Beginning Time Manager (You Have a Limited Understanding of Time Management)

| |
|----------------------|
| ALL SECTION TOTAL |
|----------------------|

TIME MANAGEMENT ATTITUDE

- > You are in control of your destiny.
- > What you do every day is a choice.
- > You will end up somewhere five years from now. Wouldn't you like to decide where that is?
- > If you keep doing what you are doing, you are going to keep getting what you have been getting.

TIME MANAGEMENT ANALYSIS AND MONITORING

- > You need to be sure that your activities support your short-term and long-term goals.
- > Be sure that a crisis is really a crisis before you make it one.
- > Strive to always get better.
- > Ask others how you waste your time. They may see what you can't.

PROCRASTINATION

- > Analyze why you put off what you put off. Patterns often suggest solutions.
- > Don't be a perfectionist. Get started. You can usually edit and revise decisions later.
- > Set deadlines.
- > Enlist other to help.
- > Break work into small pieces.
- > Tackle unpleasant tasks.
- > Reward yourself.

TIME MANAGEMENT PRIORITIES

- > Know what is really important to you.
- > You can't do everything.
- > Know the difference between urgent and important.
- > Set priorities based on importance.
- > Write your schedule down.
- > Work with a to-do list.
- > If you don't know what to do first, ask.
- > Plan for interruptions.
- > Bunch similar tasks together.
- > Use your physical space to reduce interruptions.

TIME MANAGEMENT IMAGE

- > It's easier to build a positive image than to makeover a bad one.
- > People's perceptions of you are the reality.
- > Set a good example for others.
- > Don't let something so basic limit your career options.

GOALS FOR IMPROVING

1. Of the five areas covered in the self diagnosis, my opportunity for improvement is:

2. Following are the behaviors related to that area that I exhibit that are not productive:

3. The new habits I plan to develop are:

4. To keep myself from deviating from those new habits, I will: