

How Well Do You Manage Your Time?

Listed below are ten statements that reflect generally-accepted principles of good time management. Answer these items by circling the response most characteristic of how you organize your daily tasks.

1. Each day I set aside a small amount of time for planning and thinking about my schedule.
0. Almost never 1. Sometimes 2. Often 3. Almost always
2. I set specific, written goals and put deadlines on them.
0. Almost never 1. Sometimes 2. Often 3. Almost always
3. I make a daily "to do list," arrange items in order of importance, and try to get the important items done as soon as possible.
0. Almost never 1. Sometimes 2. Often 3. Almost always
4. I am aware of the 80/20 rule and use it in doing my job. (The 80/20 rule states that 80% of your achievements will come from 20% of your daily activity.)
0. Almost never 1. Sometimes 2. Often 3. Almost always
5. I keep a loose schedule to allow for crises and the unexpected.
0. Almost never 1. Sometimes 2. Often 3. Almost always
6. I delegate everything I can to others.
0. Almost never 1. Sometimes 2. Often 3. Almost always
7. I try to handle each piece of paper only once.
0. Almost never 1. Sometimes 2. Often 3. Almost always
8. I eat a light lunch so I don't get sleepy in the afternoon.
0. Almost never 1. Sometimes 2. Often 3. Almost always
9. I make an active effort to keep common interruptions (visitors, telephone calls) from continually disrupting my work or study.
0. Almost never 1. Sometimes 2. Often 3. Almost always
10. I am able to say no to others' requests for my time that would prevent my completing important tasks.
0. Almost never 1. Sometimes 2. Often 3. Almost always

To get your score, give yourself:

3 points for each “almost always”

2 points for each “often”

1 point for each “sometimes”

0 points for each “almost never”

add your points

If you scored

0-15 Better give some thought to managing time.

15-20 You’re doing okay, but could do better.

20-25 Very good.

28-30 Either you cheated or you are a “Stepford person.”