

Time Management: Self-Assessment Questionnaire

If you want an idea of how effectively you manage your own time, take this quiz.

	Yes	No
1. Do I have in writing a clearly defined set of lifetime goals?	_____	_____
2. Do I have a similar set of goals for the next semester?	_____	_____
3. Have I done something today to move me closer to my lifetime goals? My short-term goals?	_____	_____
4. Do I have a clear idea of what I want to accomplish at work during the coming week?	_____	_____
5. Do I try to do the most important tasks during my prime time?	_____	_____
6. Do I delegate as much work as possible?	_____	_____
7. Do I delegate challenging jobs as well as routine ones?	_____	_____
8. Do I delegate authority along with responsibility?	_____	_____
9. In meetings, do I try to identify the major concerns and write down the decisions made and responsibilities assigned?	_____	_____
10. Do I try to put work out of my mind when I'm away from it, except in clear emergencies?	_____	_____
11. Do I force myself to make minor decisions quickly?	_____	_____
12. Do I always set deadlines for myself and others?	_____	_____
13. Do I force myself to take time to plan?	_____	_____
14. Do I try to live in the present, thinking in terms of what needs to be done now instead of rehearsing past errors or successes or worrying about the future?	_____	_____
15. Am I continually striving to establish habits that will make me more effective?	_____	_____
16. Am I really in control of my time? Are my actions determined primarily by me and not by circumstances?	_____	_____

Give yourself this quiz every 6 months. If any of your answers are No, determine what you can do to correct the deficiency. The price of effective time management is eternal vigilance, and the rewards are well worth it.