Time Management: Self-Assessment Questionnaire

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

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.