

TIME MANAGEMENT ANALYSIS

Rate these statements using the following scale: 9—10 Always

7— 8 Most of the time

5 – 6 Sometimes

3—4 Rarely

1—2 Never

1. I have both long term and short term goals with a plan for making them happen by a specific date.	1	2	3	4	5	6	7	8	9	10	N/A
2. I have a tracking system which show me the progress I am making towards reaching my goals.	1	2	3	4	5	6	7	8	9	10	N/A
3. I am personally well organized	1	2	3	4	5	6	7	8	9	10	N/A
4. I have a good system for handling all of my paperwork.	1	2	3	4	5	6	7	8	9	10	N/A
5. I am effective at delegation.	1	2	3	4	5	6	7	8	9	10	N/A
6. I am frequently interrupted by the telephone.	1	2	3	4	5	6	7	8	9	10	N/A
7. I am often involved in crisis management.	1	2	3	4	5	6	7	8	9	10	N/A
8. I have good self-discipline.	1	2	3	4	5	6	7	8	9	10	N/A
9. I often attempt to accomplish too much.	1	2	3	4	5	6	7	8	9	10	N/A
10. Procrastination is a problem for me.	1	2	3	4	5	6	7	8	9	10	N/A
11. I often leave tasks unfinished.	1	2	3	4	5	6	7	8	9	10	N/A
12. Unnecessary excessive socializing often bothers me	1	2	3	4	5	6	7	8	9	10	N/A
13. I have an inability to say 'no'.	1	2	3	4	5	6	7	8	9	10	N/A
14. Drop-in visitors that take up time often bother me.	1	2	3	4	5	6	7	8	9	10	N/A
15. Unnecessary and ineffective meetings are a problem for me.	1	2	3	4	5	6	7	8	9	10	N/A
16. I have a problem with inadequate facilities and equipment.	1	2	3	4	5	6	7	8	9	10	N/A
17. Travel is a problem for me.	1	2	3	4	5	6	7	8	9	10	N/A
18. I have excellent filing systems.	1	2	3	4	5	6	7	8	9	10	N/A
19. I have complete information on projects on which I am working.	1	2	3	4	5	6	7	8	9	10	N/A
20. I have adequate support staff to complete projects.	1	2	3	4	5	6	7	8	9	10	N/A
21. Confused staff responsibility and authority is an issue.	1	2	3	4	5	6	7	8	9	10	N/A