

Time Management Assessment

Instructions

This assessment assesses your effectiveness at Time Management. Go through the list below and rate each statement in relation to its frequency as an issue for you using the following ratings

0 = this issue does not relate to me

1 = this issue partly relates to me, some of the time

2 = this is a regular issue for me

3 = this is a consistent issue for me and hampers my effectiveness

A. Prioritisation and Scheduling		Note: assess your current behaviour as it is – not as you would like it to be			
1	I am not sure what tasks I have to do each day, I don't make a 'to-do' list	0	1	2	3
2	When I have finished one job I pick up the next one without reviewing the priorities	0	1	2	3
3	I don't work out which tasks have the biggest gain for me	0	1	2	3
4	I have difficulties in setting priorities	0	1	2	3
5	I have difficulty in keeping to priorities or the schedule I have set	0	1	2	3
6	I am a perfectionist and even if I have several tasks to do I allow myself to spend ages on one task to get it right, which can cause problems in completing work	0	1	2	3
7	I often do trivial tasks at my high-energy time of day	0	1	2	3
8	I don't stop to think when my best time of day is for working	0	1	2	3
B. Persistence, procrastination and focus					
9	I flit from task to task, starting lots of things but not always finishing them	0	1	2	3
10	I feel very intimidated by large important tasks and don't break them down into smaller ones	0	1	2	3
11	I put off difficult tasks until the last possible moment	0	1	2	3
12	I procrastinate, prevaricate and can't decide what to do, nor make decisions	0	1	2	3
13	I put things off until the last minute and then I have to work in a rush and panic	0	1	2	3

'Making a positive difference to everyone we connect with'

B. Persistence, procrastination and focus		Note: assess your current behaviour as it is – not as you would like it to be			
14	I allow myself to be interrupted from my work, for example by talking to others, distractions and in-coming emails	0	1	2	3
15	I spend a long time on the phone or internet	0	1	2	3
16	Once I get started, I cannot stop a task, even if it is taking far too long and there are other pressing things to do	0	1	2	3
17	I don't have any protected time in the day when I can get on with my priorities	0	1	2	3
C. Role Definition					
18	I am not sure what my key objectives are	0	1	2	3
19	I am unclear of my role accountabilities	0	1	2	3
20	I'm not sure how long certain tasks take so find it hard to allocate the appropriate time to them.	0	1	2	3
21	I try and do everything myself and do not consider whether it would be better to delegate tasks, or ask for more help and support	0	1	2	3
D. Work Environment & Organisation					
22	My workspace is cluttered with papers around me without being filed	0	1	2	3
23	I haven't got a filing system to organise my paperwork	0	1	2	3
24	I don't have anywhere to work uninterrupted	0	1	2	3
25	My work environment is distracting and I don't have ways to deal with this	0	1	2	3
26	If I find myself with free time in the day, for example when commuting, waiting for an appointment, I don't have things with me to do that would be helpful for me to focus on	0	1	2	3
E. Assertiveness					
27	I find it very hard to say 'no' to other people	0	1	2	3
28	I feel guilty if I am getting on with my own priorities and not focusing on helping others	0	1	2	3
29	I spend most of my time doing things for other people and hardly any time on my own priorities	0	1	2	3

