



**How well do you manage your time?**

## HOW WELL DO YOU MANAGE YOUR TIME?

This “warm up” will give you an assessment of how well you manage your time now. Think about these questions:

- |    |  |     |    |
|----|--|-----|----|
| 1  | Do you know what your personal objectives are?   | Yes | No |
| 2  | Do you know what your professional objectives are, for the next six months?  | Yes | No |
| 3  | Are you clear about what you want to achieve in the next week?   | Yes | No |
| 4  | Do you know what your most productive time of the day is?  | Yes | No |
| 5  | Do you do your most important work during this time?   | Yes | No |
| 6  | Do you evaluate what you have done according to the results achieved rather than the number of activities carried out? | Yes | No |
| 7  | Do you identify your priorities according to importance rather than urgency?   | Yes | No |
| 8  | Do you take steps to avoid receiving useless/junk correspondence?  | Yes | No |
| 9  | Do you use the telephone or email {where possible} rather than other methods of communication?                         | Yes | No |
| 10 | Do you try to free your mind from work outside office hours?   | Yes | No |
| 11 | Do you avoid taking work home regularly?   | Yes | No |
| 12 | Do you try to make non-urgent decisions quickly?   | Yes | No |
| 13 | Do you take as much care in setting up deadlines for yourself as you would do for others?                              | Yes | No |
| 14 | Do you give enough time to planning your work?   | Yes | No |
| 15 | Do you make yourself concentrate on the task in hand rather than looking back or worrying about the future?            | Yes | No |
| 16 | Do you delegate effectively?   | Yes | No |
| 17 | Are you organised?   | Yes | No |
| 18 | Do you decide how your time will be used rather than being dictated to by others by circumstances?                     | Yes | No |