

# Time Management

*How wisely do you manage your time?*

Tick one column for each of the following:

	QUESTION	OFTEN	SOMETIMES	RARELY
1	Do you write daily to-do lists?			
2	Do you finish all the items on your to-do list?			
3	Is your desk generally clean and organised?			
4	Do you put everything in its place?			
5	Do you deal effectively with interruptions?			
6	Can you easily find items in your files?			
7	Are you assertive?			
8	Do you allow yourself quiet time during which you can work undisturbed, every day?			
9	Do you deal effectively with long-winded callers?			
10	Do you make the best use of your time?			
11	Do you meet deadlines with time to spare?			
12	Are you on time to work, meetings and events?			
13	Do you delegate well?			
14	Do you do something every day that moves you closer to your long-range goals?			
15	Can you relax during your free time without worrying about work?			
16	Do you handle each piece of paperwork only once?			
17	Do you begin and finish projects on time?			
18	Can others carry on most of your responsibilities if you are absent from work?			
19	Do you focus on preventing problems before they arise rather than solving them after they happen?			
20	When you are interrupted can you return to your work without losing momentum?			

### SCORING YOURSELF

#### How Wisely Do You Manage Your Time?'

#### YOUR SCORE

- Give yourself 5 points for every 'OFTEN' ticked
- Give yourself 3 points for every 'SOMETIMES' ticked
- Give yourself 1 point for every 'RARELY' ticked

- 81 - 100** You manage your time well most of the time. You are in control of most situations
- 61 - 81** You manage your time well some of the time. However, you need to be more consistent with the time saving strategies you are already adopting
- 41 - 60** You are slipping! Don't let circumstances get the better of you. Learn to manage time better
- 20 - 40** You are losing control! You are too disorganised to enjoy any quality time

For further help to manage your time better call Sarah on 01295 724531 or click on **"Ask the trainer"**.