

Time Management Assessment Instrument

Rate yourself on the following using the following options:

1= Never

2= Occasionally

3= Frequently

4= Always

| Behavior | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| 1 I arrive on time and prepared for meetings. | | | | |
| 2 Others can depend on me to accomplish what I say I will do in the time expected. | | | | |
| 3 I limit the duration of my telephone calls. | | | | |
| 4 I only study e-mail at key times during the day. | | | | |
| 5 I keep the contents of my inbox to a manageable size. | | | | |
| 6 I keep work to a certain number of hours a day—and no more. | | | | |
| 7 I follow up on the work I have delegated. | | | | |
| 8 I make an effort to keep in touch personally with my team. | | | | |
| 9 I regularly keep up on the latest and best in my industry. | | | | |
| 10 I organize my workspace on a regular basis. | | | | |
| 11 I limit access to me when I want to think strategically. | | | | |
| 12 I make a list of things to do each day. | | | | |
| 13 I achieve the right balance between planning and taking action. | | | | |
| 14 I refuse unimportant requests of me so I can focus on important tasks assigned to me by my superiors. | | | | |
| 15 I complete larger, more important projects before starting smaller, less important projects. | | | | |
| TOTAL | | | | |

Note the trends of your weakest areas to effectively target your improvement efforts.

Suggestion: Team up with someone & be accountability partners in mutual improvement!