

**MY MAJOR TIME WASTERS**  
**A TIME MANAGEMENT QUESTIONNAIRE**

Directions: This questionnaire lets you do a self-assessment of the time management trouble spots that you may experience. Please consider your daily routines at the present time to answer the questions.

For each question, put a number that accurately reflects your response

ALWAYS (1 or 2), SOMETIMES (3 or 4), NEVER (5)

	Always (1 or 2)	Sometimes (3 or 4)	Never (5)
1. Do I miss deadlines			
2. Do I postpone decisions			
3. Do I arrive late for meetings or appointments			
4. Do I leave jobs undone			
<b>A. Keeping Commitments</b> Subtotal (add your scores together for a total of this set)			
5. Do I have too many interruptions			
6. Do I seem to spend all day on the phone			
7. Do I go to too many meetings			
8. Do I read my junk mail			
<b>B. Controlling Interruptions</b> Subtotal (add your scores together for a total of this set)			
9. Do I operate without keeping a calendar			
10. Do I set unrealistic time limits on projects			
11. Do I avoid big jobs because they are too complex			
12. Do I work without a daily list of tasks			
<b>C. Planning</b> Subtotal (add your scores together for a total of this set)			
13. Do I attempt too much at once			
14. Do I find it hard to make time for long range planning or evaluations			
15. Do I spend all day handling crises			
16. Do I notice that I'm not making as much personal contact as the job demands			
<b>D. Setting Priorities</b> Subtotal (add your scores together for a total of this set)			
17. Do I put off routine paperwork			
18. Do I avoid detail work			
19. Do I accumulate reading material			
20. Do I socialize too much at work			
<b>E. Being Disciplined</b> Subtotal (add your scores together for a total of this set)			

	Always (1 or 2)	Sometimes (3 or 4)	Never (5)
21. Do I always want to do it myself			
22. Do I have a messy, stacked work area			
23. Do I lack adequate secretarial support			
24. Do I fail to delegate responsibility to others			
<b>F. Using Resources Subtotal (add your scores together for a total of this set)</b>			
25. Do I have trouble saying "NO"			
26. Do I knowingly agree to be in more than one place at one time			
27. Do I accept new demands without negotiating prior commitments			
28. Do I end up working for my "helpers"			
<b>G. Negotiating Demands Subtotal (add your scores together for a total of this set)</b>			
29. Do I work on my day off			
30. Do I feel as though I am neglecting my family and friends			
31. Do I skip meals, exercise or quiet time in order to work			
32. Do I find myself talking about work in social situations			
<b>H. Balancing Lifestyle Subtotal (add your scores together for a total of this set)</b>			
<b>Total the Green Areas (add all scores together for a Grand Total)</b>			
<b>Interpreting Your Scores</b>	<b>If Your Grand Total is between</b>		
You're in Great Shape. Write a Book.	160	117	
Time Management techniques will probably help you.	117	75	
You need HELP!! Just a little time management will go a long way to remedy your situations	75	32	
<b>Interpreting Your Sub-Total Scores</b>	<b>If Your Sub-Total is between</b>		
You have good mastery of this skill	20	15	
There is room for improvement	15	10	
This skill needs working on - NOW	10	4	