

## TIME MANAGEMENT SKILLS TEST

One of the greatest factors contributing to stress is our inability to manage time. Conversely, good time management skills allow us to organize our lives and be more productive, both at work and at home.

The following quiz will help identify trouble spots and guide us toward the goal of becoming successful time managers.

A scoring key at the end will indicate how far you need to go. Assign a numerical number to the following questions with 1=always; 2=usually; 3=sometimes; 4=never.

- I find that I have enough time for myself to do the things I enjoy doing.
- I'm aware of deadlines and schedule my work to meet them in time.
- I write down specific objectives in order to work toward goals.
- I use a calendar to write down appointments, deadlines, and things to do.
- I feel in control of time while at work and at home.
- I plan and schedule my time on a weekly and/or monthly basis.
- I make a daily to-do list and refer to it several times per day.
- I set priorities in order of importance and then schedule time around them.
- I'm able to find time when I need it in case something important comes up.
- I'm able to say no when I'm pressed for time.
- I try to delegate responsibility to others in order to make more time for myself.
- I organize my desk and work area to prevent clutter and confusion.
- I find it easy to eliminate or reschedule low priority items.
- I try to do things in a way that cuts down on duplicated effort.
- I find that doing everything myself is very inefficient.
- I try to shift priorities as soon as they change.
- I find it easy to identify sources of time problems.
- I find it easy to eliminate or reshuffle unnecessary paperwork.
- My meetings and activities are well organized and efficient.
- I know what I'm capable of and try not to overextend myself.
- I find it easy to keep up with changes that affect my schedule or workload.
- I try to schedule the most difficult work during my most productive times.
- I know what my responsibilities and duties are at all times.
- I try to get only the pertinent information before making a final decision.
- I finish one job or task before going on to the next.

Scoring key:

25 - 40 = Excellent time manager

41 - 55 = Good time manager

56 - 100 = Poor time manager

If you scored above 55, you have lots of work to do in order to become an effective time manager and avoid the stress that leads to productivity problems, stress, burnout, and disease.

The most common areas to look for are:

- Not prioritizing tasks
- Not scheduling daily, weekly, or monthly activities
- Not delegating responsibility
- Not being able to say no
- Not writing down objectives in order to meet deadlines
- Not using a calendar or notebook to organize commitments
- Not shifting priorities to make room for more urgent matters or tasks
- Not reducing clutter and/or unnecessary paperwork
- Not being able to give up total control
- Not being able to avoid procrastination