



Time Management Survey

For each of the following statements, put an X by the one word (agree, disagree, unsure”) that best describes your own general experience and actions.

	Agree	Disagree	Unsure
1. I have difficulty thinking about the future and setting long-range goals.			
2. My long-range goals are too far in the future to predict a time frame for completion.			
3. I file things for future reference but often forget to refer to them later on.			
4. I grab odd, spare bits of time in order to chip away at relatively complex tasks.			
5. I handle a glut of information by categorizing things and then going back to deal with them when I have a chance.			
6. I put decisions and problems on “hold” until I have a block of time to give to them.			
7. My intentions—my plans and goals—are my own business. I rarely announce them to others.			
8. I know where I want to be in 5 years; deciding how to get there is the hard part.			
9. I do what I have to do at the time; it’s confusing to think about tomorrow or next week.			
10. Making daily or weekly lists makes me feel overwhelmed.			
11. I’m too busy to plan each week’s schedule.			
12. I always have to alter my schedule, so I often don’t bother to create one.			
13. Making a “to-do” list is a waste of time.			
14. Writing a “to-do” list down is a waste of time/paper; I keep a “to-do” list in my head.			
15. I can make a list, but I find it difficult to decide in what order to do things.			
16. When I have many tasks to complete, I plunge into any one in order to get started.			



17. I like to work my way into difficult or boring tasks by doing the easier ones first.			
18. I don't think about my peak energy time; I have to perform well all of the time.			
19. Things often take longer than I plan, so I seem to be in a perpetual state of "catch-up."			
20. I tend to procrastinate since I work better under pressure.			
21. I make plans and set aside time for projects but don't usually use that time as planned; other things seem to get in the way.			
22. I usually run to answer the telephone when it rings.			
23. Most major household/office responsibilities seem to fall on my shoulders.			
24. Piles of paper in my house/ office are getting out of control.			
25. I usually say "yes" when I'm asked to be on a committee, bake a cake, do some optional overtime, etc.			
26. Others don't do things as I like them done, so I do them myself.			
27. I often solve other people's problems.			
28. Each time I start something, I seem to be interrupted by family, friends, co-workers.			
29. People and situations to whom I am responsible (small children, spouse, elderly parents, work) really do make demands on my time.			
30. I seem to add to instead of eliminate activities.			
31. I will not lower my standards just to save a bit of time.			
TOTALS OF EACH COLUMN			

Look at the totals in the "Agree" columns only for the answers to the time management questions:

For questions 1-8: Did you agree with more than 4? You might have a problem with setting long term goals

For questions 9-20: Did you agree with more than 6? You might struggle with prioritizing and short-term goals

For questions 21-31: Did you agree with more than 6? You may have issues with controlling your environment