

Beyond Time Management. Finding Opportunities to Increase Productivity – Self-Assessment

Section 1: Opportunities to improve **PRIORITIZE better**

	Always					Never				
I put off routine paperwork	1	2	3	4	5					
I avoid detail work	1	2	3	4	5					
I accumulate reading material	1	2	3	4	5					
I socialize too much at work	1	2	3	4	5					
Being Disciplined Subtotal =										
	Always					Never				
I have trouble saying “No”	1	2	3	4	5					
I knowingly agree to be in more than one place at one time	1	2	3	4	5					
I accept new demands without negotiating prior commitments	1	2	3	4	5					
I end up working for my “helpers”	1	2	3	4	5					
Negotiating Demands Subtotal =										
	Always					Never				
I attempt too much at once	1	2	3	4	5					
I find it hard to make time for long-range planning	1	2	3	4	5					
I spend all day handling crises	1	2	3	4	5					
I notice that I’m not making as much personal contact as the job demands	1	2	3	4	5					
Setting Priorities Subtotal =										

Section 2: Opportunities to improve **OPTIMIZE better**

	Always					Never				
I always want to do it myself	1	2	3	4	5					
I have a messy, stacked work area	1	2	3	4	5					
I lack adequate administrative support	1	2	3	4	5					
I fail to delegate responsibility to others	1	2	3	4	5					
Using Resources Subtotal =										
	Always					Never				
I work on my day off	1	2	3	4	5					
I feel as though I am neglecting my family and friends	1	2	3	4	5					
I skip meals, exercise or quiet time in order to work	1	2	3	4	5					
I find myself talking about work in social situations	1	2	3	4	5					
Balancing Lifestyle Subtotal =										

Adapted from *My Major Time Wasters*. Author unknown. Presented by Paulette Jones, NCURA Session, Washington State University 2011. http://oros.or.wsu.edu/r6ncura/2011programmaterials/03_tuesday_1030_juggling_your_elephants.pdf accessed 2/24/16.

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Section 3: Opportunities to improve **ORGANIZE better**

	Always				Never
I operate without keeping a calendar	1	2	3	4	5
I set unrealistic time limits on projects	1	2	3	4	5
I avoid big jobs because they are too complex	1	2	3	4	5
I work without a daily list of tasks	1	2	3	4	5
Planning Subtotal =					
	Always				Never
I miss deadlines	1	2	3	4	5
I postpone decisions	1	2	3	4	5
I arrive late for meetings or appointments	1	2	3	4	5
I leave jobs undone	1	2	3	4	5
Keeping Commitments Subtotal =					

Section 4: Opportunities to improve **MINIMIZE INTERRUPTIONS**

	Always				Never
I have too many interruptions	1	2	3	4	5
I seem to spend all day on the phone	1	2	3	4	5
I go to too many meetings	1	2	3	4	5
I read my junk mail	1	2	3	4	5
Managing Interruptions Subtotal =					

Interpreting Your Sub-Total Score(s)

15-20 → You have good mastery of this skill

10-15 → There is room for improvement

4-10 → This skill needs working on NOW n'at!